

decreasing original contract amount, etc. against a CFMS contract. Non-payable amendments/changes can also be entered into CFMS, if the user has the appropriate security access. The encumbrance/cancel encumbrance is simulated for the non-payable contract amendment/change.

Amendment/Change

Components

Each contract amendment/change is composed of two major components including an amendment/change screen and a contract change accounting distribution. Additionally, contract amendment/change includes one minor component: a contract amendment/change description. The contract amendment/change screen identifies the type of change, if approvals are required, and the amount of the change. The concept of the contract amendment/change accounting distribution screen is the capability to modify, add, or substitute an accounting distribution line. Amendment/change contract text provides a record for describing the change and the reason for the change.

Contract Change

Cancellation

A contract change process exists in CFMS with the capability to cancel the remaining balance of a contract by use of Cancel Remaining Balance change type code.

Contract Change

Accounting

Substitution

A contract change process exists in CFMS whereby the user may substitute a new accounting distribution line record for an existing line record.

Contract

Invoice/Payment

Processing

After the contract is encumbered and approved, invoice/payments can be processed to the accounting system. There can be one or many invoice/payments recorded against each contract. Each invoice must have a header and can have invoice lines and invoice line text. Partial receipts and multiple invoices are common and can be easily handled by CFMS. If the contract is set up properly, special payment features such as advances, withholding retainage, recouping against advances, making retainage payments, making deferred compensation payments, reducing the retainage held amount, and periodic payments can be accomplished in CFMS.

Contract

Invoice/Payment

Components

Each contract invoice/payment is composed of three major components including an invoice/payment screen, invoice/payment line and a invoice/payment accounting line distribution. Additionally, contract invoice/payment includes one minor component: a contract invoice/payment line description. The contract invoice/payment screen identifies the type of payment and amount that is being processed.

Contract
Periodic Payment
Processing

CFMS provides the ability to automatically generate invoices for direct payment processing or invoice for approval by allowing the user to establish a payment billing basis (F-frequency, S-scheduled, P-percentage) for specified periods (M-monthly used with 'F', 'S', or 'P', B-bi-weekly used with 'F' only, S-semi-monthly used with 'F' only) within the Begin and End Pay Dates which are entered and maintained on the KEN2 screen. Periodic payment processing cannot be used with non-payable contracts.

Contract
Non-Payable
Invoice/Payment
Processing

After the contract has simulated encumbrance and has been approved, invoice/payments can be processed to the accounting system. There can be one or many invoice/payments recorded against each contract. Each invoice must have a header and can have invoice lines and invoice line text. If the contract is set up properly, special payment features such as withholding retainage, making retainage payments, and reducing the retainage held amount can be accomplished in CFMS.

CFMS
Approvals

As a CFMS document is created, approvals are automatically created from predetermined approver screens. All approvals must be approved or canceled for the document to proceed to the next step in the process.

CFMS
Status

The CFMS status code tells CFMS when to perform a task. After the task is performed, CFMS will indicate if the task was accomplished or not. The agency or contract officer must set the status code in contract for CFMS to process the contract to the next step in the contract life cycle. When status codes change, CFMS creates a history record for each of the status code changes to show the contract number, status code, USERID making the change, and date and time the change was made.

CFMS Contract
Management

The CFMS contract process provides excellent management tools to determine the status and history of each contract.

18 PROCESS CONTRACT INVOICE/PAYMENT INFORMATION**18.1 Add Contract Invoice/Payment Information**

Overview The CFMS user is provided the capability to add contract invoice/payment information to CFMS. This is accomplished by use of the KINV screen.

Inputs

- Required contract number
- Required vendor invoice number
- Required invoice amount
- Required date goods/serv rcvd & acptd
- Required budget fiscal year

Outputs

- Updated KINV Screen

**Completing
The Procedure**Cross-ReferenceSteps

1. Determine the contract invoice requirements.

CFMS 4: KENT **Contract Number** must be a valid contract number in KONT Screen.

INST 4: BTAB **Status Code** must be a valid entry in BTAB Screen SK (Status Code - Contract). If left blank on add, will default to 'INI'-Initialize CFMS Record.

CFMS 4: BTAB **Pymt Type** must be valid in the BTAB KP Screen (CFMS Contract Payment Type).

KOFY 4: KOFY **BFY** must be valid in the KOFY Screen

User must have access and maintenance authority for the contract management system to add a record in KINV.

INST 4: BAAT User must have access and maintenance header record authority in BAAT table for the contracting agency records to process this screen.

2. Add invoice in CFMS.

CONTRACT MANAGEMENT PROCESSING

PROCEDURES

18.1 Add Contract Invoice/Payment Information

Cross-Reference	Steps
CFMS 4: KINV	<ol style="list-style-type: none">a. If the user is not on the KINV screen, type KINV in the Function Line. Press RETURN/ENTER.b. Type CLEAR in the Function Line. Screen data entry fields should be blanked and ADD inserted in the Function Line.c. At the Contract Number field type the Contract Number.d. Using the TAB key, move to the Vend Invoice No field and type the Vendor Invoice Number for the invoice.e. Using the TAB key, move to Invoice Title field and type the Invoice title of the invoice/payment record.f. Using the TAB key, move to Inv Amt field and type the amount of the invoice.g. Using the Tab key, move to Payment type field and enter the desired Payment Type. Once the record is added this field can not be changed. Valid values are:<div style="margin-left: 40px;"><p>'AD' - Advance Payment 'CM' - Credit Memo 'PP' - Periodic Payment (system generates KINV record) 'RE' - Retainage Reduction 'RF' - Retainage Final Payment 'RP' - Regular Payment 'RT' - Retainage Payment</p></div>h. Using the TAB key, move to Date Goods/Serv Rcvd & Acptd field and type the day the goods/services were received and accepted.i. Using the TAB key, move to BFY field and type the fiscal year for the invoice/payment record. <ol style="list-style-type: none">3. Press RETURN/ENTER. <p>NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.</p>

CONTRACT MANAGEMENT PROCESSING

PROCEDURES

26.1 Add Contract Non-Payable Invoice/Payment Information

Cross-Reference	Steps
	2. Add invoice in CFMS.
CFMS 4: KNPI	<ul style="list-style-type: none">a. If the user is not on the KNPI screen, type KNPI in the Function Line. Press RETURN/ENTER.b. Type CLEAR in the Function Line and press RETURN/ENTER. Screen data entry fields should be blanked and ADD inserted in the Function Line.c. At the Contract Number field type the Contract Number.d. Using the TAB key, move to the Vend Invoice No field and type the Vendor Invoice Number for the invoice.e. Using the TAB key, move to Inv Amt field and type the amount of the invoice.f. Using the Tab key, move to Payment type field and enter the desired Payment Type. The payment can only be changed at 'INI'. Valid values are:<ul style="list-style-type: none">'NC' - Credit Memo'NP' - Non-Payable'RE' - Retainage Reduction'RF' - Retainage Final Payment'RT' - Retainage Paymentg. Using the TAB key, move to BFY field and type the fiscal year for the invoice/payment record.
	3. Press RETURN/ENTER.
	NOTE: If an error condition exists, CFMS will display the appropriate error message at the bottom of the screen. Correct the error conditions identified and press RETURN/ENTER. If no error(s) exists, CFMS will display 'PREVIOUS UPDATE SUCCESSFUL'.

26.2 Change Contract Non-Payable Invoice/Payment Information

Overview

The CFMS user is provided the capability to change individual contract invoice information for a CFMS invoice. This is accomplished by use of the KNPI screen. Changes can not be made if the status code is greater than 'RDY'.

Inputs

- Required contract number
- Required vendor invoice number
- Required changes to Status Code
- Required changes to PO/RQ Number
- Required changes to FPC Number
- Required changes to Invoice Date
- Required changes to Invoice Amount
- Required changes to Received Facility Planning and Control Date
- Required changes to Received Fiscal Date
- Required changes to Forward Date
- Required changes to Vendor Name
- Required changes to Payment Type
- Required changes to Budget Fiscal Year
- Required changes to Account Period
- Required changes to Payment Amount
- Required changes to Retainage Amount
- Required changes to Comments

Outputs

- Updated KINV Table

Completing The Procedure

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BK8A Contract Balance Report

Purpose To provide the user a listing of contracts and their remaining balances.

Distribution Agency

Frequency of Preparation Monthly

Sort Sequence By agency number and contract document type.

Page Break On Report page break will occur when more than 1 full page of information exists, agency number changes or contract type within agency changes.

Retention Requirements Forty-five Days

Report Description

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Agency Number	6	Number within AGPS/CFMS to identify agency
	Agency Name	30	Inferred agency name of agency number from the AGCY Table
	Cont Type	3	Inferred contract type for the reported contract number
	Contract Number	10	Inferred contract number of reported contract
	# of Amd	2	Inferred number of contract amendments for the reported contract
	Vend/Contractor Number	11	Inferred vendor number of reported contract
	Vendor/Contractor Name	30	Inferred vendor name of vendor number from the VEND Table

CONTRACT MANAGEMENT PROCESSING**REPORTS****BK8A: Contract Balance Report**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Contract Amount	9.2	Inferred total contract amount of the reported contract
	Encumbered	9.2	Inferred encumbered amount of the reported contract as recorded on KOFY
	Payments Processed	9.2	Inferred payment processed amount of the reported contract as recorded on KOFY
	Outstanding Advances	9.2	Inferred available balance for the reported contract as recorded on KOFY
	Remaining Balance	9.2	Inferred available balance for the reported contract as recorded on KOFY
	Total: Contract Amount(s) by Doc Type	9.2	Computed total of all contract amounts with specified document type (prints only when contract type changes)
	Total: Encumbered Amount(s) by Doc Type	9.2	Computed total of all encumbered amounts with specified document type (prints only when contract type changes)
	Total: Payment Processed Amount(s) by Doc Type	9.2	Computed total of all payment processed amounts with specified document type (prints only when contract type changes)
	Total: Outstanding Advances Amount(s) by Doc Type	9.2	Computed total of all outstanding advances amounts with specified document type (prints only when contract type changes)
	Total: Remaining Balance Amount(s) by Doc Type	9.2	Computed total of all remaining balance amounts with specified document type (prints only when contract type changes)
	Total for Agency Name	30	Inferred agency name of agency number from the AGCY Table (prints only when agency changes)
	Total: Contract Amount(s) by Agency	9.2	Computed total of all contract amounts of reported agency (prints only when agency changes)
	Total: Encumbered Amount(s) by Agency	9.2	Computed total of all encumbered amounts of reported agency (prints only when agency changes)

CONTRACT MANAGEMENT PROCESSING**REPORTS****BK8A: Contract Balance Report**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Total: Payment Processed Amount(s) by Agency	9.2	Computed total of all payment processed amounts of reported agency (prints only when agency changes)
	Total: Remaining Balance Amount(s) by Agency	9.2	Computed total of all remaining balance amounts of reported agency (prints only when agency changes)

BK8B Agency Outstanding Advances Report

Purpose To provide the user a listing of contracts and their remaining recoupment balances.

Distribution Agency

Frequency of Preparation Monthly

Sort Sequence By contract number within agency.

Page Break On Report page break will occur when more than 1 full page of information exists or agency number changes.

Retention Requirements Forty-five Days

Report Description

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Agency Number	6	Number used within AGPS/CFMS to identify agency
	Agency Name	30	Inferred agency name of the agency number from the AGCY Table
	Contract Number	10	Inferred contract number of reported contract
	# of Amd	2	Inferred number of contract amendments of reported contract
	Vend/Contractor Name	30	Inferred vendor name of vendor number from the VEND Table
	Vend Number	11	Inferred vendor number of reported contract
	T-Number	5	Inferred T-number of the reported contract
	FY	2	Inferred fiscal year of the reported contract

CONTRACT MANAGEMENT PROCESSING**REPORTS****BK8B: Agency Outstanding Advances Report**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Accounting Label #1	10	Inferred Accounting Label #1 of the reported contract
	Accounting Label #2	10	Inferred Accounting Label #2 of the reported contract
	Accounting Label #3	10	Inferred Accounting Label #3 of the reported contract
	Advance Amount Outstanding	9.2	Inferred Advance Amount Outstanding from the KOFY Table. (NTE Advance Amount - Recoupment Amount Paid)
	Total for Agency Name	30	Inferred agency name of agency number from the AGCY Table (prints only when agency changes)
	Total: Advances Remaining Balance Amount(s) by Agency	9.2	Computed total of all recoupment remaining balance amounts for specified agency (prints only when agency changes)

CONTRACT MANAGEMENT PROCESSING

REPORTS

BK8D: Deferred Compensation Vendor Report

BK8D Deferred Compensation Vendor Report

Purpose To provide the user a listing of deferred compensation vendor and their associated contracts.

Distribution Agency

Frequency of Preparation Monthly

Sort Sequence By agency and vendor number.

Page Break On Report page break will occur when more than 1 full page of information exists or agency changes.

Retention Requirements Forty-five Days

Report Description

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Agency Number	6	Number used within AGPS/CFMS to identify agency
	Agency Name	30	Inferred agency name of the agency number from the AGCY Table
	Vend Number	11	Inferred vendor number of reported contract
	Contract #	10	Inferred contract number of the reported contract
	Vendor Invoice #	12	Vendor invoice number for the invoice
	Cont Rev #	10	Inferred contract review number of the reported contract
	Contract Amt	9.2	Inferred total contract amount of the reported contract
	Deferred Comp Vendor Number	11	Inferred deferred compensation vendor of the reported contract

CONTRACT MANAGEMENT PROCESSING**REPORTS****BK8D: Deferred Compensation Vendor Report**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Deferred Comp Amount	9.2	Inferred Deferred Compensation Amount from the Deferred Compensation Amount on the KINV record
	Vendor/Contractor Name	30	Inferred vendor/contractor name of vendor number from the VEND Table
	Deferred Compensation Vendor Name	30	Inferred deferred compensation vendor name of the vendor number from the VEND Table
	Contract Title Line 1	40	Inferred contract title of the reported contract number
	Contract User	6/6	Inferred contract user and contract user sub-agency of the reported contract number
	Contract User Title	30	Inferred contract user name of the reported contract number
	Contract User Sub-Agcy Title	30	Inferred contract user name of the reported contract number
	Contract Title 2	40	Inferred contract title of the reported contract number
	Contract Beg Date	8	Inferred contract begin date of the reported contract
	End Date	8	Inferred contract end date of the reported contract

BK8E Agency Contract Status Report

Purpose To provide the user a listing of contracts by agency, contract number, and change status date within the current month.

Distribution Agency/OCR

Frequency of Preparation Monthly

Sort Sequence By agency number and contract number.

Page Break On Report page break will occur when more than 1 full page of information exists or agency number changes.

Retention Requirements Forty-five Days

Report Description

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Agency Number	6	Number used within AGPS/CFMS to identify agency
	Agency Name	30	Inferred agency name of agency number from the AGCY Table
	Contract Number	10	Inferred contract number of the reported contract
	Contract Title Line 1	40	Inferred contract title line 1 of the reported contract
	Status	3	Inferred contract status from of the reported contract
	Status Description	30	Inferred contract status description
	Cont Rev Number	10	Inferred contract review number of the reported contract

CONTRACT MANAGEMENT PROCESSING**REPORTS****BK8E: Agency Contract Status Report**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Contract Title Line 2	40	Inferred contract title line 2 of the reported contract
	# of Amendments	2	Inferred number of amendments of the reported contract number
	Vend/Contractor Number	11	Inferred vendor/contractor number of the reported contract
	Vendor/Contractor Name	30	Inferred vendor/contractor name of the vendor number from the VEND Table
	Cont Beg Date	8	Inferred contract begin date of the reported contract (Revised Beginning date if changed)
	End Date	8	Inferred contract end date of the reported contract (Revised Ending Date if changed)
	Base Cont Amt	9.2	Inferred base contract amount of the reported contract
	Expended	9.2	Inferred payments processed amount from the KOFY table
	Remaining	9.2	Inferred remaining balance from the KONT table
	Contract User	6/6	Inferred contract user and contract user sub-agency from the reported contract
	Contract User Name	30	Inferred contract user name of the reported contract
	Contract User Sub-Agcy Name	30	Inferred contract user sub-agency name of the reported contract
	Funding: Federal	9.2	Inferred federal funding amount of the reported contract number
	Funding: State	9.2	Inferred state funding amount of the reported contract number
	Funding: Local	9.2	Inferred local funding amount of the reported contract number
	Funding: IAT	9.2	Inferred interagency transfer funding amount of the reported contract number

CONTRACT MANAGEMENT PROCESSING**REPORTS****BK8E: Agency Contract Status Report**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Funding: Self-Gen	9.2	Inferred self-generating funding amount of the reported contract number
	Funding: Other	9.2	Inferred other funding amount of the reported contract number
	Funding: Bond	9.2	Inferred bond funding amount of the reported contract number
	FY	2	Inferred fiscal year of the related KACG for the contract number reported
	AD	2	Inferred account distribution number of the KACGs for the contract number reported
	Acctg Label #1	8	Inferred Accounting Label #1 of the reported contract.
	Acctg Label #2	8	Inferred Accounting Label #2 of the reported contract.
	Acctg Label #3	8	Inferred Accounting Label #3 of the reported contract.
	Acctg Label #4	8	Inferred Accounting Label #4 of the reported contract
	Acctg Label #5	8	Inferred Accounting Label #5 of the reported contract
	Acctg Label #6	8	Inferred Accounting Label #6 of the reported contract
	Acctg Label #7	8	Inferred Accounting Label #7 of the reported contract
	Acctg Label #8	8	Inferred Accounting Label #8 of the reported contract
	Acctg Label #9	15	Inferred Accounting Label #9 of the reported contract
	Acctg Label #10	20	Inferred Accounting Label #10 of the reported contract
	Amount	9.2	Inferred amount of the KACG account distribution amount of the reported contract number

CONTRACT MANAGEMENT PROCESSING**REPORTS****BK8E: Agency Contract Status Report**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Total for Agency Name	30	Inferred agency name of the agency number from the AGCY Table (prints only when agency changes)
	Total: Agency Total, # of Contracts	3	Computed number of contracts by agency (prints only when agency changes)
	Total: Agency Total, # of Amendments	3	Computed number of contract amendments by agency (prints only when agency changes)
	Total: Agency Total, # of Contracts Canceled	3	Computed number of contracts canceled by agency (prints only when agency changes)
	Total: Agency Total, Base Contract Amounts	9.2	Computed total of base contract amounts for agency (prints only when agency changes)
	Total: Agency Total, Expended	9.2	Computed total of expended amounts for the agency (prints only when agency changes)
	Total: Agency Total, Remaining	9.2	Computed total of remaining amounts for the agency (prints only when agency changes)
	Total: Agency Total, Federal	9.2	Computed total of the federal amounts for the agency (prints only when agency changes)
	Total: Agency Total, State	9.2	Computed total of the state amounts for the agency (prints only when agency changes)
	Total: Agency Total, Local	9.2	Computed total of the local amounts for the agency (prints only when agency changes)
	Total: Agency Total, IAT	9.2	Computed total of the Interagency transfers amounts for the agency (prints only when agency changes)
	Total: Agency Total, Self-Generated	9.2	Computed total of the self-generated amounts for the agency (prints only when agency changes)
	Total: Agency Total, Other	9.2	Computed total of the other amounts for the agency (prints only when agency changes)
	Total: Agency Total, Bond	9.2	Computed total of the bond amounts for the agency (prints only when agency changes)
	Total Number of Contracts Range Zero-9,999	3	Computed total number of contracts in the zero to 9,999 range (prints only when agency changes)

CONTRACT MANAGEMENT PROCESSING**REPORTS****BK8E: Agency Contract Status Report**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Total Number of Contracts Range 10,000-24,999	3	Computed total number of contracts in the 10,000 to 24,999 range (prints only when agency changes)
	Total Number of Contracts Range 25,000-49,999	3	Computed total number of contracts in the 25,000 to 49,999 range (prints only when agency changes)
	Total Number of Contracts Range 50,000-99,999	3	Computed total number of contracts in the 50,000 to 99,999 range (prints only when agency changes)
	Total Number of Contracts Range 100,000-Above	3	Computed total number of contracts in the 100,000 and above range (prints only when agency changes)
	Total Number of Contracts	4	Computed total number of contracts in the agency (prints only when agency changes)
	Total Amount of Contracts Range Zero-9,999	9.2	Computed total amount of contracts in the zero to 9,999 range (prints only when agency changes)
	Total Amount of Contracts Range 10,000-24,999	9.2	Computed total amount of contracts in the 10,000 to 24,999 range (prints only when agency changes)
	Total Amount of Contracts Range 25,000-49,999	9.2	Computed total amount of contracts in the 25,000 to 49,999 range (prints only when agency changes)
	Total Amount of Contracts Range 50,000-99,999	9.2	Computed total amount of contracts in the 50,000 to 99,999 range (prints only when agency changes)
	Total Amount of Contracts Range 100,000-Above	9.2	Computed total amount of contracts in the 100,000 and above range (prints only when agency changes)
	Total Amount of Contracts	9.2	Computed total amount of contracts in the agency (prints only when agency changes)

CONTRACT MANAGEMENT PROCESSING

REPORTS

BK8F: Agency Contract Less than \$20,000 Report

BK8F Agency Contracts Up to \$20,000 Report

Purpose To provide the user a listing of contracts by agency and contract number that are up to \$20,000.

Distribution Agency/OCR

Frequency of Preparation Quarterly

Sort Sequence By agency number and contract number for contracts less than \$20,000.

Page Break On Report page break will occur when more than 1 full page of information exists or agency number changes.

Retention Requirements One Hundred Days

Report Description

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Agency Number	6	Number used within AGPS/CFMS to identify agency
	Agency Name	30	Inferred agency name of agency number from the AGCY Table
	Cont #	10	Inferred contract number of the reported contract
	Amd #	2	Inferred amendment number of the reported amendment
	Vend/Contractor Number	11	Inferred vendor number of the reported contract
	Vendor/Contractor Name	30	Inferred vendor name of vendor number from the VEND Table
	Cont Beg Date	8	Inferred contract begin date of the reported contract

CONTRACT MANAGEMENT PROCESSING**REPORTS****BK8F: Agency Contract Less than \$20,000 Report**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	End Date	8	Inferred contract end date of the reported contract
	Original Cont/Amd Amount	9.2	Inferred original contract amount of the reported contract
	Expended	9.2	Inferred payments processed amount from the KOFY table
	Remaining	9.2	Inferred remaining balance from the KONT table
	Document Type Title	40	Inferred document type title of the reported contract
	Document Type	3	Inferred document type of the reported contract or amendment
	Agency Contract #	15	Inferred agency contract # of the reported contract or amendment
	Approval Date	8	Inferred approval date of the reported contract or amendment
	Description	40	Inferred description of the reported contract or amendment
	Total for Agency Name	30	Inferred agency name of agency number from the AGCY Table (prints only when agency changes)
	Total: Agency Total, # of Contracts	3	Computed number of contracts by agency (prints only when agency changes)
	Total: Agency Total, # of Amendments	3	Computed number of contract amendments by agency (prints only when agency changes)
	Total: Agency Total, Orig Contract Amounts	9.2	Computed total of orig contract amounts for agency (prints only when agency changes)
	Total: Agency Total, Expended	9.2	Computed total of expended amounts for the agency (prints only when agency changes)
	Total: Agency Total, Remaining	9.2	Computed total of remaining amounts for the agency (prints only when agency changes)
	Total for Department Name	30	Inferred department name of agency number from the AGCY Table (prints only when department changes)

CONTRACT MANAGEMENT PROCESSING**REPORTS****BK8F: Agency Contract Less than \$20,000 Report**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Total: Department Total, # of Contracts	3	Computed number of contracts by department (prints only when department changes)
	Total: Department Total, # of Amendments	3	Computed number of contract amendments by department (prints only when department changes)
	Total: Department Total, Orig Contract Amounts	9.2	Computed total of orig contract amounts for department (prints only when department changes)
	Total: Department Total, Expended	9.2	Computed total of expended amounts for the department (prints only when department changes)
	Total: Department Total, Remaining	9.2	Computed total of remaining amounts for the department (prints only when department changes)

CONTRACT MANAGEMENT PROCESSING

REPORTS

BK8G: Contract Accounting History Report

BK8G Contract Accounting History Report

Purpose To provide the user a listing of contracts by agency, contract number, and vendor number.

Distribution Agency

Frequency of Preparation Monthly

Sort Sequence By agency number, contract number, and record type.

Page Break On Report page break will occur when more than 1 full page of information exists or agency number changes.

Retention Requirements Forty-five Days

Report Description

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Agency Number	6	Number used within AGPS/CFMS to identify agency
	Agency Name	30	Inferred agency name of agency number from the AGCY Table
	Contract Number	10	Inferred contract number of the reported contract
	Contract Title Line 1	40	Inferred contract title 1 of the reported contract
	Remaining Contract Balance	9.2	Inferred remaining amount from the sum of the KOFY records (NTE Amount-(Payment Amount+ Adjustments)) for the reported contract number
	Cont Rev Number	10	Inferred contract review number of the reported contract
	Contract Title Line 2	40	Inferred contract title 2 of the reported contract

CONTRACT MANAGEMENT PROCESSING**REPORTS****BK8G: Contract Accounting History Report**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Remaining Retainage Balance	9.2	Inferred remaining retainage amount from the sum of the KOFY records (Retainage Amount Held - Retainage Amount Paid for the reported contract number
	Vend/Contractor Number	11	Inferred vendor number of the reported contract
	Vendor/Contractor Name	30	Inferred vendor name of vendor number from the VEND Table
	FY	2	Inferred fiscal year of the related KACG for the contract number reported
	Acct Dist	2	Inferred account distribution number of the KACGs for the contract number reported
	Acctg Label #1	8	Inferred Accounting Label #1 of the reported contract.
	Acctg Label #2	8	Inferred Accounting Label #2 of the reported contract.
	Acctg Label #3	8	Inferred Accounting Label #3 of the reported contract.
	Acctg Label #4	8	Inferred Accounting Label #4 of the reported contract
	Acctg Label #5	8	Inferred Accounting Label #5 of the reported contract
	Acctg Label #6	8	Inferred Accounting Label #6 of the reported contract
	Acctg Label #7	8	Inferred Accounting Label #7 of the reported contract
	Acctg Label #8	8	Inferred Accounting Label #8 of the reported contract
	Acctg Label #9	15	Inferred Accounting Label #9 of the reported contract
	Date Sent Actg	8	Inferred date the KACG was sent to accounting from the KACG table for the reported contract number and account distribution

CONTRACT MANAGEMENT PROCESSING**REPORTS****BK8G: Contract Accounting History Report**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Amount	9.2	Inferred KACG amount(s) for the account distribution for the reported contract number
	Total: Contract Accounting Amount(s)	9.2	Computed total of all account distribution amount(s) for the reported contract number (prints only when agency, contract number, or vendor number changes)
	Date of Payment/CNCL	8	Inferred date of invoice/payment on the KINV table for the reported contract number
	Vendor Invoice Number	30	Inferred vendor invoice number from the KINV table for the reported contract number
	Payment/CNCL Vcher #	6	Inferred payment voucher number on the KINV table for the reported contract number
	Payment/CNCL Amount	9.2	Inferred payment from the KINV table for the reported contract number and vendor invoice number
	Retainage Amount	9.2	Inferred retainage payment from the KINV table for the reported contract number and vendor invoice number
	Recoupment Amount	9.2	Inferred recoupment payment from the KINV table for the reported contract number and vendor invoice number
	Deferred Compensation Payment Amount	9.2	Inferred deferred compensation payment from the KINV table for the reported contract number and vendor invoice number
	Net Inv/Payment Line Amounts: Payment/CNCL Amount	9.2	Computed total payment(s) from the KINV table for the reported contract number (prints only when agency, contract number, or vendor number changes)
	Net Inv/Payment Line Amounts: Retainage Amount	9.2	Computed total retainage payment(s) from the KINV table for the reported contract number (prints only when agency, contract number, or vendor number changes)
	Net Inv/Payment Line Amounts: Recoupment Amount	9.2	Computed total recoupment payment(s) from the KINV table for the reported contract number (prints only when agency, contract number, or vendor number changes)

CONTRACT MANAGEMENT PROCESSING**REPORTS****BK8G: Contract Accounting History Report**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Net Inv/Payment Line Amounts: Deferred Compensation Payment Amount	9.2	Computed total deferred compensation payment(s) from the KINV table for the reported contract number (prints only when agency, contract number, or vendor number changes)

CONTRACT MANAGEMENT PROCESSING

REPORTS

BK8H: Contracts File Listing: 99/99/99-99/99/99

BK8H Contract File Listing Changed: 99/99/99-99/99/99

Purpose To provide the user with a listing of contracts that have been updated for the month.

Distribution Agency/OCR

Frequency of Preparation Monthly

Sort Sequence If the date last changed is equal to the current month or within the parameters then print related contract information.

Page Break On Report page break will occur when more than 1 full page of information exists or agency number changes.

Retention Requirements Forty-five Days

Report Description

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Agency Number	6	Number used within AGPS/CFMS to identify agency
	Agency Name	30	Inferred agency name of agency number from the AGCY Table
	Contract #	10	Inferred contract number of the reported contract
	Cont Rev #	10	Inferred contract review number of the reported contract
	# Amd	2	Inferred contract amendment number of the reported contract with associated information that is being reported
	Vendor Name	30	Inferred vendor name of vendor number from the VEND Table

CONTRACT MANAGEMENT PROCESSING**REPORTS****BK8H: Contracts File Listing: 99/99/99-99/99/99**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Vendor #	11	Inferred vendor number of reported contract
	Org	2	Inferred vendor organization type of vendor number from the VEND Table
	Perf Code	1	Inferred contract vendor performance code from the KONT Table of the reported contract
	Rcvd Dte	8	Inferred received date of the reported contract
	Entd Dte	8	Inferred date entered of the reported contract
	Bdgt Dte	8	Inferred budget date of the reported contract
	Legl Dte	8	Inferred legal date of the reported contract
	Apvd Dte	8	Inferred date approved of the reported contract
	Contract/Amd Title Line 1	40	Inferred contract/amendment title line 1 of the reported contract/amendment
	Contract User	6	Inferred contract user of the reported contract
	Sub-Agency	6	Inferred contract user sub-agency of the reported contract
	DA	1	Inferred delegated authority flag from the KONT Table for the reported contract. If Original Contract Amount is over their delegated authority should equal 'N', if under their delegated authority limit then 'Y'. If total contract amount is greater than their delegated authority then delegated authority flag, should equal 'Y'.
	RFP Dte	8	Inferred Request For Proposal date of the reported contract
	Orig Beg Dte	8	Inferred original contract begin date of the reported contract
	End Dte	8	Inferred original contract end date of the reported contract
	Rev Beg Dte	8	Inferred revised contract begin date of the reported contract
	End Dte	8	Inferred revised contract end date of the reported contract

CONTRACT MANAGEMENT PROCESSING**REPORTS****BK8H: Contracts File Listing: 99/99/99-99/99/99**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Class/Subclass	3/2	Inferred class/subclass of the reported contract
	Description	40	Inferred description of class\subclass from the COMM Table
	FY	2	Inferred fiscal year of the reported contract
	Doc Type	3	Inferred contract type of the reported contract
	Doc Type Title	30	Inferred contract type title of contract type from the BTAB Type Table DK
	Base Contract Amount	9.2	Inferred contract amount of the reported contract/if amendment will be blank
	Orig/Amd Cont Amt	9.2	Inferred original or contract amendment amount for the reported contract/amendment
	Contract/Amd Description Line 1	40	Inferred contract description from the KDES Table, if contract amendment this will be blank
	Contract/Amd Description Line 2	40	Inferred contract description from the KDES Table, if contract amendment, this will be blank
	Contract/Amd Status	3	Inferred contract/amd status for the reported contract/amendment
	Remaining Balance	9.2	Inferred remaining balance from KOFY Table.
	Total for Contract User/Sub-Agency Number	6/6	Total for contract user and sub-agency number indicated (prints only when agency or sub-agency changes)
	Total for Agency/Sub-Agency Name	30/30	Total for contract user and sub-agency name indicated of the agency number from the AGCY Table (prints only when agency or sub-agency changes)
	Total Agency/Sub-Agency: Total Orig/Amd Contract Amount	9.2	Computed total of original/amendment amounts for the agency/sub-agency (prints only when agency or sub-agency changes)
	Total Agency/Sub-Agency: Total Contracts	4	Computed number of contracts for the agency/sub-agency (prints only when agency or sub-agency changes)
	Total Agency/Sub-Agency: Total Amendments	4	Computed number contract amendments for the agency/sub-agency (prints only when agency or sub-agency changes)

CONTRACT MANAGEMENT PROCESSING**REPORTS****BK8H: Contracts File Listing: 99/99/99-99/99/99**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Total Agency/Sub-Agency: Total Contracts/Amendments	5	Computed number contract and amendments for agency/sub-agency (prints only when agency or sub-agency changes)
	Total for Agency	6	Total for contract agency number indicated (prints only when agency changes)
	Total for Agency Name	30	Total for contract agency name indicated (prints only when agency changes)
	Total Agency: Total Orig/Amd Contract Amount	9.2	Computed total of original/amendment amounts for the agency/sub-agency (prints only when agency changes)
	Total Agency: Total Contracts	4	Computed number of contracts for the agency (prints only when agency changes)
	Total Agency: Total Amendments	4	Computed number amendments for the agency (prints only when agency changes)
	Total Agency: Total Contracts/Amendments	5	Computed number contracts and contract amendments for agency (prints only when agency changes)
	Total for ALL Agencies: Total Orig/Amd Amounts	9.2	Computed total of original/amendment amounts for all agencies (prints only when report ends)
	Total for ALL Agencies: Total Contracts	4	Computed number of contracts for all agencies (prints when report ends)
	Total for ALL Agencies: Total Amendments	4	Computed number of amendments for all agencies (prints when report ends)
	Total for ALL Agencies: Total Contracts/Amendments	5	Computed number of contracts/amendments for all agencies (prints when report ends)

CONTRACT MANAGEMENT PROCESSING

REPORTS

BK8I: Contract and Contract Amendments Over \$24,999

BK8I Contract and Contract Amendments over \$24,999: 99/99/99-99/99/99

Purpose To provide the user with a listing of approved contracts that are over \$24,999 and have been approved by the Office of Contractual Review.

Distribution OCR

Frequency of Preparation Monthly or On Request

Sort Sequence Agency number and original contract amount for contracts and contract amendment amount for amendments.

Page Break On Report page break will occur when more than 1 full page of information exists or agency number changes.

Retention Requirements Forty-five Days

Report Description

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Agency Number	6	Number used within AGPS/CFMS to identify agency
	Agency Name	30	Inferred agency name of agency number from the AGCY Table
	Contract #	10	Inferred contract number of the reported contract
	Cont Rev #	10	Inferred contract review number of the reported contract
	# Amd	2	Inferred contract amendment number of the reported contract with associated information that is being reported

CONTRACT MANAGEMENT PROCESSING**REPORTS****BK8I: Contract and Contract Amendments Over \$24,999**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Contractor Name	30	Inferred vendor name of vendor number from the VEND Table
	Contractor Number	11	Inferred vendor number of reported contract
	Apvd Date	8	Inferred approved date of reported contract
	Max Cont Amt	9.2	Inferred contract amount from the KONT Table of the reported contract
	Occupational Type	40	Inferred class/sub description of the reported contract
	Statutory Type	30	Inferred document type title of the reported contract
	Beg Date	8	Inferred original begin date of the reported contract
	End Date	8	Inferred original end date of the reported contract
	Description Line 1, 2, and 3	3x40	Inferred description from the KDES Table of the reported contract
	Orig/Amd Cont Amt	9.2	Inferred original contract amount of the reported contract
	Rev Beg Date	8	Inferred revised contract date of the reported contract
	Rev End Date	8	Inferred revised end contract date of the reported contract

CONTRACT MANAGEMENT PROCESSING

REPORTS

BK8J: Contracts Over \$24,999 By Vendor Report

BK8J Contracts Over \$24,999 by Vendor Report

Purpose To provide the user a listing of approved contracts by vendor that are over \$24,999 and have been approved by the Office of Contractual Review.

Distribution OCR

Frequency of Preparation Monthly or On Request

Sort Sequence By agency number, vendor and contract number.

Page Break On Report page break will occur when more than 1 full page of information exists or agency number changes.

Retention Requirements Forty-five Days

Report Description

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Vendor Number	11	Inferred vendor number of the reported contract
	Vendor Name	30	Inferred vendor name of vendor number from the VEND Table
	Contract Number	10	Inferred contract number of the reported contract
	# of Amend	2	Inferred number of amendments of the reported contract number
	Description Line 1	40	Inferred contract title line 1 of the reported contract number
	Cont Beg Date	8	Inferred revised contract begin date of the reported contract

CONTRACT MANAGEMENT PROCESSING**REPORTS****BK8J: Contracts Over \$24,999 By Vendor Report**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	End Date	8	Inferred revised contract end date of the reported contract
	Contract Amount	9.2	Inferred total contract amount of the reported contract
	Contract Rev Number	10	Inferred contract review number of the reported contract
	Fiscal Year	2	Inferred fiscal year of the reported contract
	Contract Descr Line 2	40	Inferred contract title line 2 of the reported contract number
	Contract Agency	6/6	Number used within AGPS/CFMS to identify agency from the KONT table
	Contract Agency Name	30	Inferred agency name of agency number from the AGCY table
	Total: Contract Amount(s) by Vendor	9.2	Computed total of all contract amounts by vendor (prints only when vendor changes)

CONTRACT MANAGEMENT PROCESSING

REPORTS

BK8K: Contract & Amendment Approved File Listing: 99/99/99-99/99/99

BK8K Contract & Amendment Approved File Listing: 99/99/99-99/99/99

Purpose To provide the user with a listing of contracts and amendments that have been approved within the month.

Distribution Agency/OCR

Frequency of Preparation Monthly or On Request

Sort Sequence If the date last changed is equal to the current month or within the parameters then print related contract information.

Page Break On Report page break will occur when more than 1 full page of information exists or agency number changes.

Retention Requirements Forty-five Days

Report Description

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Agency Number	6	Number used within AGPS/CFMS to identify agency
	Agency Name	30	Inferred agency name of agency number from the AGCY Table
	Contract #	10	Inferred contract number of the reported contract
	Cont Rev #	10	Inferred contract review number of the reported contract
	# Amd	2	Inferred contract amendment number of the reported contract with associated information that is being reported
	Vendor Name	30	Inferred vendor name of vendor number from the VEND Table
	Vendor #	11	Inferred vendor number of reported contract

CONTRACT MANAGEMENT PROCESSING**REPORTS****BK8K: Contract & Amendment Approved File Listing: 99/99/99-99/99/99**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Org	2	Inferred vendor organization type of vendor number from the VEND Table
	Perf Code	1	Inferred contract vendor performance code from the KONT Table of the reported contract
	Rcvd Dte	8	Inferred received date of the reported contract
	Entd Dte	8	Inferred date entered of the reported contract
	Bdgt Dte	8	Inferred budget date of the reported contract
	Legl Dte	8	Inferred legal date of the reported contract
	Apvd Dte	8	Inferred date approved of the reported contract
	Contract/Amd Title Line 1	40	Inferred contract/amendment title line 1 of the reported contract/amendment
	Contract User	6	Inferred contract user of the reported contract
	Sub-Agency	6	Inferred contract user sub-agency of the reported contract
	DA	1	Inferred delegated authority flag from the KONT Table for the reported contract. If Original Contract Amount is over their delegated authority should equal 'N', if under their delegated authority limit then 'Y'. If total contract amount is greater than their delegated authority then delegated authority flag, should equal 'Y'.
	RFP Dte	8	Inferred Request For Proposal date of the reported contract
	Orig Beg Dte	8	Inferred original contract begin date of the reported contract
	End Dte	8	Inferred original contract end date of the reported contract
	Rev Beg Dte	8	Inferred revised contract begin date of the reported contract
	End Dte	8	Inferred revised contract end date of the reported contract
	Class/Subclass	3/2	Inferred class/subclass of the reported contract

CONTRACT MANAGEMENT PROCESSING**REPORTS****BK8K: Contract & Amendment Approved File Listing: 99/99/99-99/99/99**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Description	40	Inferred description of class\subclass from the COMM Table
	FY	2	Inferred fiscal year of the reported contract
	Doc Type	3	Inferred contract type of the reported contract
	Doc Type Title	30	Inferred contract type title of contract type from the BTAB Type Table DK
	Base Contract Amount	10.2	Inferred contract amount of the reported contract/if amendment will be blank
	Orig/Amd Cont Amt	10.2	Inferred original or contract amendment amount for the reported contract/amendment
	Contract/Amd Description Line 1	40	Inferred contract description from the KDES Table, if contract amendment this will be from KCTX
	Contract/Amd Description Line 2	40	Inferred contract description from the KDES Table, if contract amendment, this will be from KCTX
	Contract/Amd Status	3	Inferred contract/amendment status of the reported contract
	Remaining Balance	10.2	Inferred remaining balance from KOFY Table.
	Total for Agency/Sub-Agency Number	6/6	Total for six digit agency/sub-agency number indicated from the KONT Table (prints only when agency or sub-agency changes)
	Total for Agency/Sub-Agency Name	30/30	Total for agency/sub-agency name indicated of the agency number from the AGCY Table (prints only when agency or sub-agency changes)
	Total Agency/Sub-Agency: Total Orig/Amd Contract Amount	10.2	Computed total of original/amendment amounts for the agency/sub-agency (prints only when agency or sub-agency changes)
	Total Agency/Sub-Agency: Total Contracts	4	Computed number of contracts for the agency/sub-agency (prints only when agency or sub-agency changes)
	Total Agency/Sub-Agency: Total Amendments	4	Computed number contract amendments for the agency/sub-agency (prints only when agency or sub-agency changes)

CONTRACT MANAGEMENT PROCESSING**REPORTS****BK8K: Contract & Amendment Approved File Listing: 99/99/99-99/99/99**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Total Agency/Sub-Agency: Total Contracts/Amendments	5	Computed number contract and amendments for agency/sub-agency (prints only when agency or sub-agency changes)
	Total for Agency	6	Total for contract agency number indicated (prints only when agency changes)
	Total for Agency Name	30	Total for contract agency name indicated (prints only when agency changes)
	Total Agency: Total Orig/Amd Contract Amount	10.2	Computed total of original/amendment amounts for all agency/sub-agencies (prints only when agency changes)
	Total Agency: Total Contracts	4	Computed number of contracts for the agency (prints only when agency changes)
	Total Agency: Total Amendments	4	Computed number amendments for the agency (prints only when agency changes)
	Total Agency: Total Contracts/Amendments	5	Computed number contracts and contract amendments for agency (prints only when agency changes)
	Total for ALL Agencies: Total Orig/Amd Amounts	10.2	Computed total of original/amendment amounts for all agencies (prints only when report ends)
	Total for ALL Agencies: Total Contracts	4	Computed number of contracts for all agencies (prints when report ends)
	Total for ALL Agencies: Total Amendments	4	Computed number of amendments for all agencies (prints when report ends)
	Total for ALL Agencies: Total Contracts/Amendments	5	Computed number of contracts/amendments for all agencies (prints when report ends)

CONTRACT MANAGEMENT PROCESSING

REPORTS

BK8L: Agency Contracts Up to \$20,000 Report (for OCR Approved Documents Types) Report

BK8L Agency Contracts Up to \$20,000 Report (for OCR Approved Document Types)

Purpose To provide the user a listing of contracts by agency and contract number that are up to \$20,000. This reports only displays contracts with document types that are approved by the Office of Contractual Review.

Distribution Agency/OCR

Frequency of Preparation Quarterly or On Request

Sort Sequence By agency number and contract number for contracts less than or equal to \$20,000.

Page Break On Report page break will occur when more than 1 full page of information exists or agency number changes.

Retention Requirements One Hundred Days

Report Description

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Agency Number	6	Number used within AGPS/CFMS to identify agency
	Agency Name	30	Inferred agency name of agency number from the AGCY Table
	Cont #	10	Inferred contract number of the reported contract
	Amd #	2	Inferred amendment number of the reported amendment
	Vend/Contractor Number	11	Inferred vendor number of the reported contract
	Vendor/Contractor Name	30	Inferred vendor name of vendor number from the VEND Table

CONTRACT MANAGEMENT PROCESSING**REPORTS****BK8L: Agency Contracts Up to \$20,000 Report (for OCR Approved Documents Types) Report**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Cont Beg Date	8	Inferred contract begin date of the reported contract
	End Date	8	Inferred contract end date of the reported contract
	Original Cont Amount	9.2	Inferred original contract amount of the reported contract
	Expended	9.2	Inferred payments processed amount from the KOFY table
	Remaining	9.2	Inferred remaining balance from the KONT table
	Document Type	3	Inferred document type of the reported contract or amendment (OCR approved document types only)
	Document Type Title	30	Inferred contract type title of contract type from the BTAB Type Table DK
	Agency Contract #	15	Inferred agency contract # of the reported contract or amendment
	Date Approved	8	Inferred date approved of the reported contract or amendment
	Description	30	Inferred description of the reported contract or amendment
	Total for Agency Name	30	Inferred agency name of agency number from the AGCY Table (prints only when agency changes)
	Total: Agency Total, # of Contracts	3	Computed number of contracts by agency (prints only when agency changes)
	Total: Agency Total, # of Amendments	3	Computed number of contract amendments by agency (prints only when agency changes)
	Total: Agency Total, Orig Contract Amounts	9.2	Computed total of orig contract amounts for agency (prints only when agency changes)
	Total: Agency Total, Expended	9.2	Computed total of expended amounts for the agency (prints only when agency changes)
	Total: Agency Total, Remaining	9.2	Computed total of remaining amounts for the agency (prints only when agency changes)

CONTRACT MANAGEMENT PROCESSING**REPORTS****BK8L: Agency Contracts Up to \$20,000 Report (for OCR Approved Documents Types) Report**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Total for Department Name	30	Inferred department name of agency number from the AGCY Table (prints only when department changes)
	Total: Department Total, # of Contracts	3	Computed number of contracts by department (prints only when department changes)
	Total: Department Total, # of Amendments	3	Computed number of contract amendments by department (prints only when department changes)
	Total: Department Total, Orig Contract Amounts	9.2	Computed total of orig contract amounts for department (prints only when department changes)
	Total: Department Total, Expended	9.2	Computed total of expended amounts for the department (prints only when department changes)
	Total: Department Total, Remaining	9.2	Computed total of remaining amounts for the department (prints only when department changes)

BK8M Agency Retainage Balance Report

Purpose To provide the user with a list of contracts and their remaining retainage balances.

Distribution Agency

Frequency of Preparation Monthly

Sort Sequence By contract number within agency.

Page Break On Report page break will occur when more than 1 full page of information exists or agency number changes.

Retention Requirements Forty-five Days

Report Description

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Agency Number	6	Number used within AGPS/CFMS to identify agency
	Agency Name	30	Inferred agency name of the agency number from the AGCY Table
	Contract Number	10	Inferred contract number of reported contract
	T-Number	5	The tracking number for the contract from the KONT record.
	# of Amd	2	Inferred number of contract amendments of reported contract
	Vend/Contractor Name	30	Inferred vendor name of vendor number from the VEND Table
	Vend Number	11	Inferred vendor number of reported contract

CONTRACT MANAGEMENT PROCESSING**REPORTS****BK8M: Agency Retainage Balance Report**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	FY	2	Inferred fiscal year of the reported contract
	NTE-Retain Amount	9.2	Inferred NTE-Retain Amt. from KOFY Table.
	Retainage Held	9.2	Inferred Retainage Held from the KOFY Table.
	Amount Paid	9.2	Inferred Retainage Amount Paid from the KOFY Table
	Retainage Balance	9.2	Inferred Retainage Balance from KOFY Table.
	Total: Contract Total, NTE Retain Amt.	9.2	Computed total of NTE-Retain Amt. for the contract.
	Total: Contract Total, Retainage Held	9.2	Computed total of Retainage Held for the contract.
	Total: Contract Total, Amt. Paid	9.2	Computed total of Amount Held for the contract.
	Total: Contract Total, Retainage Balance	9.2	Computed total of Retainage Balance for the contract.

BK8N OCR Log of Approved Contracts/Amendments

Purpose To provide OCR with a report listing all OCR approved contracts and contract amendments that are entered and tracked within CFMS. This report may be reviewed by the media and other interested parties. An OCR Number must exist. This report compares the date range requested with the begin or revised begin date on KENT. Amendments must have a valid date approved. This reports gives the total amount of contracts and contract amendments, number of contracts, number of amendments and the combined number of contracts and contract amendments by agency. It also gives the overall total amount of all contracts and contract amendments, overall number of contracts, overall number of contract amendments and the combined overall total of contracts and contract amendments. Sorted by OCR Number. This report does not go to BUNDL. This report prints online.

Distribution Office of Contractual Review

Frequency of Preparation On Request

Sort Sequence By Agency

Page Break On Agency Number

Retention Requirements None

Report Description

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Agency Number	3	Inferred number used within CFMS to identify the agency from the KONT table.
	Agency Name	35	Inferred agency name of the agency number from the AGCY Table
	OCR Number	10	The contract review number from the KONT table
	Contract #	10	Inferred contract number from the KONT table. If printing a contract amendment, the contract amendment number for the contract number from the KCHG table.

CONTRACT MANAGEMENT PROCESSING**REPORTS****BK8M: Agency Retainage Balance Report**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Agency Contract Number	15	Inferred agency contract number from the KONT table.
	Contractor Name	30	The name of the vendor of the vendor number from the VEND table.
	Approval Date	8	Inferred date approved of the reported contract from the KONT table or amendment from the KCHG table.
	Contract/Amend Amount	17	Inferred original amount from the KONT table or contract amendment amount from the KCHG table for the reported contract/amendment.
	Base Contract Amount	16	Inferred base contract amount from the KONT table.
	Total for Executive Agency	18	Computed total of the base contract amount for the agency (prints only when agency changes).
	Total Contracts	7	Computed total of contracts for the agency (prints only when agency changes).
	Total Amendments	7	Computed total of contract amendments for the agency (prints only when agency changes).
	Total: Contract/Amendments.	7	Computed total of contract and contract amendments for the agency (prints only when agency changes).
	Overall Total For All Departments	18	Computed total of the base contract amount for all departments (prints when report ends).
	Overall Total Contracts	7	Computed total of contracts for all departments (prints when report ends).
	Overall Total Amendments	7	Computed total of amendments for all departments (prints when report ends).
	Overall Total Contracts/Amendments	7	Computed total of contract and contract amendments for all departments (prints when report ends).

BK11A Top Contractors Report

Purpose To provide the user with a summary of the top specified number of vendors based on base contract and amendment amounts for reports BK11 B/C/D/E/F.

Distribution 107OCR - Office of Contractual Review

Frequency of Preparation On Request

Sort

Sequence By contract amount and vendor number. Amount should be shown in descending order. Print the fiscal year on the report title.

Page

Break On Report page break will occur when more than 1 full page of information exists.

Retention

Requirements Forty-five Days

Report

Description The report title should print out the number of contractors for example, if 100 contractors were selected the title should be the following: TOP 100 CONTRACTORS REPORT: mm/dd/yy to mm/dd/yy. If this report is being printed with the detail reports in BK11B/C/D/E/F also print the type of information the Top Contractors Report is summarizing. For example, TOP 100 MINORITY CONTRACTORS REPORT. Also, include the fiscal year on the report title.

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Grand Total	9.2	Computed grand total contract amounts for that vendor
	Vendor Number	11	Inferred vendor number of reported totals
	Vendor Name	25	Inferred vendor name of vendor number from the VEND Table
	Total	9.2	Computed grand total contract amounts for all vendors (prints only at end of report)

**BK11B
/C/D/E/F Contract File Listing for Top Contractors Report**

Purpose To provide the user with a listing of contracts and/or amendments by different sort criteria. For example, social service, consulting, woman/women. This report will have the capability to show the top '50', '100' contracts for the different sorts listed. Top number can be specified.

Distribution 107OCR - Office of Contractual Review

**Frequency of
Preparation** On Request

**Sort
Sequence**

- B- Contract Listing by Contract (Document) Type - Sort by document type, vendor number, and contract number.
- C- Contract Listing by Minority Vendors - Sort by vendor ownership type equal minority vendor (Minority and Minority Certified).
- D- Contract Listing by Women Vendors - Sort by vendor ownership type equal woman-owned vendor (Woman and Woman Certified).
- E- Contract Listing by Class/Sub-Class- Sort by class/sub-class.
- F- Contract Listing by Overall Contract Amount - Sort by Base Contract Amount.

**Page
Break On** Report page break will occur when more than 1 full page of information exists or agency number changes.

**Retention
Requirements** Forty-five Days

**Report
Description** Each report should be printed with the its respective title. For example, CONTRACT LISTING BY WOMEN VENDORS REPORT.

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Vend/Contractor	11	Inferred vendor number of reported contract
	Vendor/Contractor Name	30	Inferred vendor name of vendor number from the VEND Table
	Contract #	10	Inferred contract number of the reported contract

CONTRACT MANAGEMENT PROCESSING**REPORTS****BK11B/C/D/E/F: Contracts File Listing for Top Contractors Report**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Cont Rev #	10	Inferred contract review number of the reported contract
	Agency Number	6	Number used within AGPS/CFMS to identify agency
	FY	2	Inferred fiscal year of the reported contract
	Received Date	8	Inferred date received of the reported contract
	Entered Date	8	Inferred date entered of the reported contract
	Budget Date	8	Inferred budget date of the reported contract
	Legal Date	8	Inferred legal date of the reported contract
	Approved Date	8	Inferred date approved of the reported contract
	Original Beg Date	8	Inferred original contract begin date of the reported contract
	Original End Date	8	Inferred original contract end date of the reported contract
	Revised Beg Date	8	Inferred revised contract begin date of the reported contract
	Revised End Date	8	Inferred revised contract end date of the reported contract
	RFP Date	8	Inferred Request For Proposal date of the reported contract
	# Amd	2	Inferred contract amendment number of the reported contract with associated information that is being reported
	Contract/Amd Title Line 1	40	Inferred contract/amendment title line 1 of the reported contract/amendment
	Document Type	3	Inferred contract type of the reported contract
	Org	2	Inferred vendor organization type of vendor number from the VEND Table
	Hold Payment	1	Inferred contract hold payment flag from the KONT Table of the reported contract

CONTRACT MANAGEMENT PROCESSING**REPORTS****BK11B/C/D/E/F: Contracts File Listing for Top Contractors Report**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Perf Code	1	Inferred contract vendor performance code from the KONT Table of the reported contract
	DA	1	Inferred delegated authority flag from the KONT Table for the reported contract. If Original Contract Amount is over their delegated authority should equal 'N', if under their delegated authority limit then 'Y'. If base contract amount is greater than their delegated authority then delegated authority flag, should equal 'Y'.
	Orig/Amd Cont Amt	9.2	Inferred original or contract amendment amount for the reported contract/amendment
	Contract Description Line 1	40	Inferred contract description from KDES Table, if contract amendment, this will be blank
	Contract Description Line 2	40	Inferred contract description from the KDES Table, if contract amendment, this will be blank
	Contract Description Line 3 & 4	40	Inferred contract description from the KDES Table, if contract amendment, this will be blank
	Amendment Description Line 1-4	70	Inferred amendment description from the KCTX Table
	Agency Name	30	Inferred agency name of agency number from the AGCY Table.
	Class/Subclass	3/2	Inferred class/subclass of the reported contract
	Description	40	Inferred description of class\subclass from the COMM Table

BK14A Print CFMS Information Form

Purpose To print a CFMS Information Form by the use of a status code.

Distribution Agency

**Frequency of
Preparation** On-line

**Sort
Sequence** If the Status Code is equal 'PRO'-Print CFMS Information On-Line, then print a form for that contract or contract amendment directly to a printer designated in the AGCY or ABUY record for the specified agency number. If no printer is designated, the form will print on the mainframe printer.

**Page
Break On** The report should page break if the number of accounting distribution lines exceed the page length.

**Retention
Requirements** None

**Report
Description**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Contract Number	10	The contract number from the KONT record.
	Contract Amendment Number	2	If printing a contract amendment, the contract amendment number for the contract number from the KCHG record.
	Date	8	The date this form was printed. Default current date.
	Cont Rev #	3-6	The contract review number from the KONT record.
	Agcy Cont #	15	The agency contract number from the KONT record.

CONTRACT MANAGEMENT PROCESSING**REPORTS****BK14A: Print CFMS Information Form**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Contract/Amd Status	3	The current status code when the form is printed from the KONT record. The current status code when the form is printed from the KCHG record.
	Contract/Amd Status Code Title	30	The interpretation of the KONT/KCHG status code from BTAB Table SK (Status Code - Contract).
	Contract Approved	8	If the contract has been approved, the date the contract was approved from the KONT record.
	Amendment Approved	8	If printing an amendment, the date the contract amendment was approved from the KCHG record.
	Contract/Amd Type	3	The contract document type from the KONT Table. The contract amendment change type from the KCHG Table.
	Contract/Amd Type Title	30	The interpretation of the contract document type from the BTAB Table DK (Document Type - Contract). If printing an amendment, the contract amendment change type from the BTAB Type Table KC-Contract Amendment Change Type).
	Contracting Agency	6	The number of the agency that is responsible for the maintenance of the contract from the KONT Table.
	Contracting Agency Name	35	The name of the agency of the agency number from the AGCY table.
	Contract User	6	The contract user from the KONT Table.
	Contract User Title	35	If 1st position of CONTRACT USER = 'R', from the BTAB Table type 'GC'. If first 3 positions of CONTRACT USER = 'GRP' from the BTAB Table type 'AG'. If CONTRACT USER = agency, from the AGCY Table.
	Contract User Sub-Agcy	6	The sub-agency number of the agency from the AADR Table. If the Contract User is populated with a group or region designator the second (sub-agency) field is blank.

CONTRACT MANAGEMENT PROCESSING**REPORTS****BK14A: Print CFMS Information Form**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Cont User Sub-Agency Name	35	The sub-agency name from the AADR Table. If the Contract User is populated with a group or region designator this title field is blank.
	Original Contract Amount	9.2	The original contract amount from the KONT Table.
	Amendment Amount	9.2	The amendment amount from the KCHG Table.
	Base Contract Amount	9.2	The base contract amount from the KONT Table.
	Amd Eff Date	8	The date the amendment is effective.
	Contract/Amd Title/Description Lines 1,2,3,4	4X40	The first two lines are the title from the KONT Table. If printing a contract amendment, the first two lines are the title from the KCHG Table. The third and fourth lines are from the KDES Table.
	Original Contract Begin Date	8	The date that the contract is scheduled to begin from the KONT record.
	Revised Contract Begin Date	8	The revised date that the contract actually is to begin from the KONT record.
	Original Contract End Date	8	The original date that the contract is scheduled to terminate from the KONT record.
	Revised Contract End Date	8	The revised date that the contract will actually terminate from the KONT record.
	Class/Sub-Class	3/2	The commodity class and sub-class from the KONT Table.
	Class/Sub-Class Description	2X40	The first two lines of the CSPC description.
	T-Number	5	The tracking number for the contract from the KONT record.
	T-Number Title	30	The interpretation of the T-Number from BTAB Table TA (T-Number).
	Vendor/Contractor #	11	This is the code for the awarded vendor for this contract from the KONT Table.

CONTRACT MANAGEMENT PROCESSING**REPORTS****BK14A: Print CFMS Information Form**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Vendor/Contractor Name	30	The name of the vendor of the vendor number from the VEND table.
	Def Comp Vendor/Contractor #	1	This is the code for the deferred compensation vendor(if applicable) for this contract from the KONT Table.
	Def Comp Vendor/Contractor Name	30	The name of the deferred compensation vendor of the vendor number from the VEND table.
	Contract Funding Source Federal Amount	9.2	Reflects the amount of the contract that will come from federal funding sources from the KONT Table.
	Contract Funding Source State Amount	9.2	Reflects the amount of the contract that will come from state funding sources from the KONT Table.
	Contract Funding Source Local Amount	9.2	Reflects the amount of the contract that will come from local funding sources from the KONT Table.
	Contract Funding Source Bond Amount	9.2	Reflects the amount of the contract that will come from bond funding sources from the KONT Table.
	Contract Funding Source IAT Amount	9.2	Reflects the amount of the contract that will come from interagency transfer funding sources from the KONT Table.
	Contract Funding Source Self-Gen Amount	9.2	Reflects the amount of the contract that will come from self-generated sources from the KONT Table.
	Contract Funding Source Other Amount	9.2	Reflects the amount of the contract that will come from other funding sources from the KONT Table.
	Payment Billing Basis	1	The Payment Billing Basis for this contract from the KONT Table.
	Payment Title	30	The Payment Billing Basis Title from the BTAB Type Table KB (Billing Basis for Contract Payments).
	Payment Percent	3	The payment percent of the contract from the KONT Table.

CONTRACT MANAGEMENT PROCESSING**REPORTS****BK14A: Print CFMS Information Form**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Payment Amount	9.2	The payment amount for the contract from the KONT Table.
	Retainage Billing Basis	1	The Retainage Billing Basis for this contract from the KONT Table.
	Retainage Title	30	The Retainage Billing Basis Title from the BTAB Type Table KB (Billing Basis for Contract Payments).
	Retainage Percent	3	The retainage percent of the contract from the KONT Table.
	Recoupment Billing Basis	1	The Recoupment Billing Basis for this contract from the KONT Table.
	Recoupment Title	30	The Recoupment Billing Basis Title from the BTAB Type Table KB (Billing Basis for Contract Payments).
	Recoupment Percent	3	The Recoupment Percent for this contract from the KONT Table.
	Deferred Comp Billing Basis	1	The Deferred Compensation Billing Basis for this contract from the KONT Table.
	Deferred Comp Title	30	The Deferred Compensation Billing Basis Title from the BTAB Type Table KB (Billing Basis for Contract Payments).
	Deferred Comp Percent	3	The Deferred Compensation Percent for this contract from the KONT Table.
	FY	2	If printing a contract, this field is the fiscal year for this contract from the KONT Table. If this is printing an amendment, the fiscal year for this contract amendment from the KCHG Table.
	NTE Contract Amount	9.2	The maximum contract amount for the entered fiscal year for the entered contract number from the KOFY Table.
	NTE Retainage Amount	9.2	The maximum retainage contract amount for the entered fiscal year for the entered contract number from the KOFY Table.

CONTRACT MANAGEMENT PROCESSING**REPORTS****BK14A: Print CFMS Information Form**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	NTE Advances Amount	9.2	The maximum advances contract amount for the entered fiscal year for the entered contract number from the KOFY Table.
	NTE Deferred Compensation Amount	9.2	The maximum deferred compensation contract amount for the entered fiscal year for the entered contract number from the KOFY Table.
	Account Dist	2	The accounting distribution line number for the contract number indicated from the KACG Table.
	Accounting Dist Field Labels	8x10	Interpreted labels from the BLBL Accounting Labels Table. Key to BLBL record is Department Financial of the Bill-To-Agency of the KENT record. If Key is not found, the labels will default to 'CNTRL' format of BLBL Table.
	Distribution Data Entry Field 1-8	8x8	Data from the KACG record for the contract number from the KACG Table.
	Net Enc Amount	9.2	The net amount for the contract, calculated by the system; Original Pre-Encumbrance + Change Pre-Encumbrance or Original Encumbrance + Change Encumbrance depending upon the status code used. This information is from the base record on the KACG Table.
	Demographic Data Labels	10x15	Labels from KLBL Table. Key to KLBL record is Agency Number, Fiscal Year, and Document Type of the KENT record. If Key is not found, labels will not display.
	Demographic Data Lines	10x20	Lines from KODM Table. Key to KODM record is Contract Number. If the Agency Number, Fiscal Year and Document Type on the KENT record equals KLBL, KODM will display.
	Line Demographic Labels	30x15	Labels from KLDL Table. Key to KLDL record is Agency Number, Fiscal Year, and Document Type of the KENT record. If Key is not found, labels will not display.

CONTRACT MANAGEMENT PROCESSING**REPORTS****BK14A: Print CFMS Information Form**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Line Demographics	30x20	Lines from KLDM Table. Key to KLDM record is Contract Number and Line Number. If the Agency Number, Fiscal Year and Document Type on the KENT record equals KLDL, KLDM lines will display. Multiple KLDMs will display if a KLDM is entered for each Line Number on KENL with a corresponding contract number.

BK15A Late Performance Evaluation Notice

Purpose To generate a notice on the 61st day after the contract end date or revised end date. The notice will state that the performance evaluation is past due.

Distribution Agency

Frequency of Preparation Nightly

Sort Sequence By Agency

Page Break On When number of contracts exceed the page or agency number changes.

Retention Requirements Six Days

Report Description

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Date	2/2/2	The date the notice was printed
	Agency Number	6	Number used within AGPS/CFMS to identify the agency
	Agency Name	30	Inferred agency name of agency number from the AGCY Table
	Agency Address Line 1	25	Inferred agency address line 2 from the AADR Table (use CR001)
	Agency Address Line 2	25	Inferred agency address line 2 from the AADR Table (use CR001)
	Agency City	15	Inferred agency city from the AADR Table (use CR001)
	Agency State	2	Inferred agency state from the AADR Table (use CR001)

CONTRACT MANAGEMENT PROCESSING**REPORTS****BK15A: Late Performance Evaluation Notice**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Agency Zip Code	5/4	Inferred agency zip code from the AADR Table (use CR001)
	Contract Number	10	Inferred contract number from the KONT Table
	Contract Title 1	30	Inferred contract title line 1 from the KONT Table
	Agency Contract Number	10	Inferred agency contract number from the KONT Table
	OCR Number	10	Inferred OCR number from the KONT Table
	Vendor Number	11	Inferred vendor number from the KONT Table
	Vendor Name	30	Inferred vendor name of vendor number from the VEND Table
	Contract End Date	2/2/2	Inferred contract end date(If Revised Contract End Date is greater than zero use Revised Contract End Date otherwise, use Original Contract End Date) from the KONT Table

BK15B Late Performance Evaluation Report

Purpose A report will be generated showing whether the performance evaluation for a contract has not been received after the 25th day the notice was issued.

Distribution 107OCR - Office of Contractual Review

Frequency of Preparation Nightly

Sort Sequence By Agency

Page Break On Agency Number

Retention Requirements Six Days

Report Description

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Date	2/2/2	The date the notice was printed
	Agency Number	6	Number used within AGPS/CFMS to identify the agency
	Agency Name	30	Inferred agency name of agency number from the AGCY Table
	Contract Number	10	Inferred contract number from the KONT Table
	Contract Title	30	Inferred contract title line 1 from the KONT Table
	OCR Number	10	The contract review number from the KONT Table
	Contractor Name	30	The name of the vendor number from the VEND Table

CONTRACT MANAGEMENT PROCESSING**REPORTS****BK15B: Late Performance Evaluation Report**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Vendor Number	11	Inferred vendor number from the KONT Table
	Date Contract Expired	2/2/2	Inferred contract end date (If Revised Contract End Date is greater than zero use Revised Contract End Date otherwise, use Original Contract End Date) from the KONT Table
	Date Notice Issued	2/2/2	Inferred date notice issued from the KONT Table
	Base Contract Amount	12	The base contract amount from the KONT Table.

BK15C Performance Evaluations Not Received Report

Purpose A report will be generated showing whether the performance evaluation for a contract has not been received after 240 days have elapsed between the contract end date and the current date. Contract drops off of this report if 270 days have elapsed between the contract end date and current date.

Distribution 107OCR - Office of Contractual Review

**Frequency of
Preparation** Nightly

**Sort
Sequence** By Agency

**Page
Break On** Agency Number

**Retention
Requirements** Six Days

**Report
Description**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Date	2/2/2	The date the notice was printed
	Agency Number	6	Number used within AGPS/CFMS to identify the agency from the KONT Table
	Agency Name	30	Inferred agency name of agency number from the AGCY Table
	Contract Number	10	Inferred contract number from the KONT Table
	Contract Title	30	Inferred contract title line 1 from the KONT Table
	OCR Number	10	The contract review number from the KONT Table
	Contractor Name	30	The name of the vendor number from the VEND Table

CONTRACT MANAGEMENT PROCESSING**REPORTS****BK15C: Performance Evaluations Not Received Report**

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Vendor Number	11	Inferred vendor number from the KONT Table
	Date Contract Expired	2/2/2	Inferred contract end date (If Revised Contract End Date is greater than zero use Revised Contract End Date otherwise, use Original Contract End Date) from the KONT Table
	Date Notice Issued	2/2/2	Inferred date notice issued from the KONT Table
	Base Contract Amount	12	The base contract amount from the KONT Table.

BK23A Periodic Payment Exception Report

Purpose To provide the user with a listing of all periodic payments with a schedule pay date of a current date or less where invoices were not generated by the system.

Distribution Agency

Frequency of Preparation Nightly

Sort Sequence Agency, contract and contract amendment numbers.

Page Break On Report page break will occur when more than 1 full page of information exists or agency number changes.

Retention Requirements Six Days

Report Description

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Agency Number	6	Number used within AGPS/CFMS to identify agency
	Agency Name	30	Inferred agency name of agency number from the AGCY Table
	Contract #	10	Inferred contract number of the reported contract
	Vendor No	11	Inferred vendor number of reported contract
	Vendor Name	30	Inferred vendor name of vendor number from the VEND Table
	Scheduled Pay Date	8	Computed scheduled pay date 1 displayed on the KEN2 Table
	Payment Amount	9.2	Monthly payment amount identified on the KEN2 Table
	(Reason Codes)	40X	Reasons why the system did not generate an invoice for the contract identified.

BK41 OCR Contract Cover Sheet

Purpose To provide a report with contract/amendment information initiated through the on-line KCVR screen. The report will then be printed on an overlayed form (Form DA 1307) which OCR will use as the analyst's cover sheet.

Distribution 107OCR - Office of Contractual Review

**Frequency of
Preparation** On Request

**Sort
Sequence** Contracts/Amendments designated on KCVR.

**Page
Break On** Two Contracts/Amendments per page.

**Retention
Requirements** None

**Report
Description**

REF#	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Contract Number	10	Inferred contract number from the KONT Table.
	Contract Amendment Number	2	Inferred contract amendment number of the reported contract.
	Agency Contract Number	15	The agency contract number from the KONT record.
	OCR Number	10	The number assigned by OCR upon contract approval from the KONT record.
	Beginning/Revised Date	8	Inferred revised contract begin date of the reported contract.
	End/Revised Date	8	Inferred revised contract end date of the reported contract.

CONTRACT MANAGEMENT PROCESSING**REPORTS****BK41: OCR Contract Cover Sheet**

REF#	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Contract/Amendment Amount	13	Inferred contract or amendment amount for the reported contract/amendment
	Executive Agency	6	Inferred contract executive agency from the KONT Table.
	Agency Number	6	Number used within AGPS/CFMS to identify agency.
	Agency Name	35	Inferred agency name of agency number from the AGCY Table.
	Vendor Number	11	Inferred vendor number of reported contract.
	Vendor Name	30	Inferred vendor name of vendor number from the VEND Table.
	Organization Type	1	Inferred vendor organization type of vendor number from the VEND Table.
	Document Type	3	Inferred Document Type of the reported contract.
	Class/Subclass	3/2	Inferred class/subclass of the reported contract.
	Class/Subclass Description	40	Inferred description of class/subclass from COMM Table.
	Contract/Amendment Description	40/70	Inferred contract/amendment description from the KDES/KCTX Table.
	Title Note	40	Inferred contract/amendment title note.
	OCR Received Date	8	Inferred date contract/amendment was received by OCR.
	Entered Date	8	Inferred date entered of reported contract/amendment.
	Budget Date	8	Inferred date of Budget Office Approval for reported contract.
	Legal Received Date	8	Inferred date of legal office receipt for reported contract.
	RFP Date	8	Inferred RFP date of reported contract.
	Approved Date	8	Inferred date of Approval for reported contract.

BK50X Payment Segregation of Duties Report

Purpose To provide the Agencies with a report listing every KINV record for which the same user added the record (INI status), and either set the status to AIN (if no KP approvals are set up, the status immediately goes to APC with the same userid), or approved the KP approval record if electronic approvals are used.

Distribution Agency

Frequency of Preparation Monthly

Sort Sequence By Agency

Page Break On Report page break will occur when more than one full page of information exists or agency number changes.

Retention Requirements Forty-five days

Report Description

REF#	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Agency Number	6	Inferred number used within CFMS to identify the agency from the KONT Table.
	Agency Name	30	Inferred agency name of agency number from the AGCY Table.
	User I.D.	8	Inferred Userid of user from the HDET Table for the KINV record.
	Contract Number	10	Inferred contract number from the KINV Table.
	Vendor Invoice #	20	Inferred vendor invoice number from the KINV table for the reported contract invoice number.
	CFMS Invoice #	3	Inferred CFMS invoice number from the KINV Table for the reported contract invoice number.

CONTRACT MANAGEMENT PROCESSING**REPORTS****BK50X: Payment Segregation of Duties Report**

REF#	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Doc Type	3	Inferred document type for the reported contract number.
	Date Approved	4/2/2	Inferred date approved from the HDET Table.

CONTRACT FINANCIAL MANAGEMENT SUBSYSTEM USERGUIDE

APPENDIX B - CFMS DOCUMENT TYPES AND CODES

CONTRACT DOCUMENT TYPES

Contract Doc Types	
Code	Description
AGY *	Agency Contract
BRL	Building Rentals & Leases
CEA	FP&C Cooperative Endeavor Agreement
CN1	FP&C Consulting Contraction
COC	Capital Outlay Construction
CON *	Consulting Contract
COP *	Cooperative Agreement
GOV *	Governmental Contract
MIS	Miscellaneous Contract
MRC	Major Repair Construction
MRD	Major Repair Design
OCB	Owner/Contractor Bid
OCO	Owner/Contractor Non-Bid > 5000
OCU	Owner/Contractor Non-Bid < 5000
ODS	Owner/Designer Sel Board
OTH	Other Type Contract
PER *	Personal Contract
PR1	FP&C Professional Contracts
PRO *	Professional Contract
SOC *	Social Services Contract

Contracts entered in CFMS with BRL, CEA, CN1, COC, MIS, MRC, MRD, OCB, OCO, OCU, ODS, OTH, or PR1 document types do not require the Office of Contractual Review (OCR) approval. However, OCR will monitor the use of the OTH document type. Agencies should use this document type only if they have been instructed to do so by OCR.

Document types CEA, CN1, COC, MRC, MRD, OCB, OCO, OCU, ODS, and PR1 are related to capital outlay construction projects and should be used accordingly.

* Document types requiring OCR approval.

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Introduction

The CFMS project team has developed skeletal agency procedures to aid agency personnel in determining processing start off points. These procedures DO NOT supersede any of the Office of Contractual Review's Policy and Procedures or Agency Policy and Procedures. The sole purpose of the procedures in this section is to give agency personnel "how to" directions for CFMS processing. These procedures must be modified to be agency specific.

CONTRACT PROCESSING

Section 100

ISIS

Manual Name: CFMS Procedures	Section: 100 Procedure: 101
Procedure Name: Processing a New Contract In CFMS	Date Issued: 02/96
	Revision: Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to outline the steps required to add contracts to the system. This procedure will take the user through all of the screens, however, more detailed procedures are available on individual functions (advances, retainage, setting up the accounting screens, etc) in the user guide.

Responsibility

Action

Contract Unit

1. Accesses the KENT screen, type "CLEAR" in the Function Line, to retrieve a blank screen and enter a "N" or "NEXT" into the Contract Number field which will result in the system assigning the next contract number to the contract when the record is added.
 - A. If the contract must be submitted to Office of Contractual Review (OCR), entry of the class/sub-class must be in accordance with OCR policy. Refer to *Appendix C* for the list of class/sub-classes which may be used.
 - B. Add contract title. If contract requires OCR approval, OCR may change data entered on title line 2.
 - C. Leave status code of contract blank, since system will default to INI on ADD of a contract.
 - D. The DOCUMENT TYPE field is based on the type of contract being added. It is important that the document type is entered correctly as this will determine the approval needed (agency only, or OCR). See Matrix of Document Types for professional services or CFMS document types in *Appendix F* of the User Guide.
 - E. If the contract **is** against a continuing appropriation, type "Y" in the CONT APPROP field.

ISIS

Manual Name: CFMS Procedures	Section: 100 Procedure: 101
Procedure Name: Processing a New Contract In CFMS	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Contract Unit

F. Complete all other required fields and press ENTER to add the contract header information.

2. Type CHANGE in the Function Line, change the contract status to "RDY" (ready for further processing) and press ENTER.
3. Access the KDES screen, and enter the contract description. OCR text standards should be followed. The agency should enter the OCR standard data first, and then any other descriptive text the agency desires. OCR will insert any additional required description above the agency entered text for reporting purposes. The first two lines are what is displayed on KENT and most reports.

Contract or
Payment Unit

4. Access the KOFY screen, type "CLEAR" in the Function Line, to retrieve a blank screen to add the amount of the contract by fiscal year which cannot be exceeded in the NOT TO EXCEED AMOUNT field. If the contract does not cross fiscal years or is not a multi-year contract, the NOT TO EXCEED AMOUNT is the contract amount. If the contract does cross fiscal years or is multi-year, this is the amount that is to be encumbered by fiscal year. The NOT TO EXCEED AMOUNT can be adjusted between fiscal years, should the encumbered amount for one of the fiscal years have to be increased/decreased at a future date. Press Enter to add the record.
5. Access the KACG screen, type "CLEAR" in the Function Line, to retrieve a blank screen and enter the contract number, fiscal year, accounting distribution number and pre-encumber/encumber amount.

ISIS

Manual Name: CFMS Procedures	Section: 100 Procedure: 101
Procedure Name: Processing a New Contract In CFMS	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Contract or
Payment Unit

- A. Press ENTER and system will default the accounting coding from AACG if default coding is being used. If default coding is not being used, the system will display the appropriate accounting labels (after press ENTER) and default an action code of "C" (create) in the ACTION CODE field.
- B. Enter the coding for the accounting line in the appropriate fields or change/add to the default coding if necessary.
- C. If pre-encumbering, type CHANGE in the Function Line, change the Pre-encumbrance STATUS CODE field to "1" (Ready To Send To Accounting) and press ENTER. If encumbering, type CHANGE in the Function Line, change the Encumbrance STATUS CODE field to "1" and press ENTER.
- D. If the contract crosses fiscal years or is a multi-year contract, the KACG records for future years does not have to be set up at this time. One KACG record must be created for each line of coding if using multiple distributions are required. These records can be set up when the encumbrance should be processed. The second option is to enter the KACG records for subsequent fiscal years. The status would need to be changed to 1 (ready to send to accounting) and coding changed, if necessary, prior to the status on KENT being changed to either "ENO" or "ENB" (if year is not open) at the start of each subsequent fiscal year.

ISIS

Manual Name: CFMS Procedures	Section: 100 Procedure: 101
Procedure Name: Processing a New Contract In CFMS	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Contract or
Payment Unit

6. If necessary, access KEN2 and evaluate the contract to determine the billing basis. Refer to the individual procedures on available billing basis options and then complete the required fields on this screen.
 - A. Evaluate the contract to determine if advance, recoupment, retainage and/or deferred compensation is required. If any of these apply, refer to the individual procedure and then complete the required fields on this screen.
 - B. Enter the appropriate funding source(s), if desired. The funding source is entered for inquiry or reporting purposes only, however, edits assure that the total funding entered does not exceed the contract amount.
 - C. Complete all other mandatory fields and any desired optional fields on the KEN2 screen which are required to continue processing contract records, type CHANGE in the Function Line and press ENTER to process the records.
7. If necessary, access the KENL screen for the contract. Line 1 will always be built by the system for the class/sub-class entered on the KENT screen. If data is to be captured for this line (class/sub-class), enters the desired data. Type CHANGE in the Function Line, add the data to the record and press ENTER.
 - A. If more than 1 sub-class will be used on the contract, accesses a blank KENL screen, enters the line number and the corresponding class/sub-class. Enter any other desired data, type "ADD" in the Function Line and press ENTER to add the record.

ISIS

Manual Name: CFMS Procedures	Section: 100 Procedure: 101
Procedure Name: Processing a New Contract In CFMS	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Contract or
Payment Unit

NOTE: If the class/sub class used in Step 1A of this procedure was required by OCR, standard reporting will be for that class/sub-class, however, the agency can still establish additional KENL records for sub-classes they desire. These additional KENL records would then be available for inquiry or ad hoc reporting purposes.

8. Accesses the KENT screen, selects status code AIN to begin the **agency** electronic approval process, and type "CHANGE" in the Function Line and press ENTER. An agency can use electronic approvals to approve contracts internally, however, the actual hard copy of the contract must continue to be forwarded to any required agency such as Civil Service, Attorney General, etc., and then Contractual Review. If a contract requires OCR approval, the system will not allow payments to be made until OCR has entered their approval.

Approver

9. Accesses the PAPI screen to list all transactions pending approval for your user ID and then accesses PAPV to approve/disapprove the individual transactions. If the contract number of the transaction requiring approval is known, accesses PAPV directly for that document number.
 - A. Enters an "A" or "D" in the APPROVE/DISAPPROVE field. Comments are optional. If "D" was used disapproval reasons are required. When all electronic approvals are complete for the contract, status on the KENT screen will be updated to APC.
 - B. If electronic approvals are not used and the contract is within the agency's delegation of authority, the approver must key the date approved on the KENT screen before payments can be processed.

ISIS

Manual Name: CFMS Procedures	Section: 100 Procedure: 101
Procedure Name: Processing a New Contract In CFMS	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Contracts can be encumbered before or after OCR approval. Therefore, the order of step 10 and step 12 can be reversed based on the agency process.

Contract or
Payment Unit

10. Accesses KENT and changes the status to "ENO" (encumber on-line) or to "ENB" (encumber batch). Status ENO should be used if the fiscal year the contract applies to is open and if applicable, the grant or project the contract relates to is open. Status ENB should be used if the contract is effective the next fiscal year and is being entered prior to the start of that fiscal year. Status ENB should also be used if the contract relates to a project or grant which is not open yet, regardless of whether or not the fiscal year is open. When the new fiscal year opens and/or the grant or project start date is reached, the system will automatically encumber those contracts which have a status of ENB.

Once the contract is successfully encumbered, the system will update the status to "ENS". No payments can be made against a contract until it is successfully encumbered **and** approved.

11. Accesses KENT and changes the status code to SCS (Submitting Civil Service for Approval) to reflect that contract (hard copy) was submitted to Civil Service. When contract is returned approved by Civil Service, accesses KENT and changes the status code to RCS (Received from Civil Service for Approval).
12. Change the status on the KENT screen to SCR to submit the contract to OCR, if required.

NOTE: If an agency is using the system to track and have a history record (HDET table) of a contract throughout it's cycle, the status on KENT should be changed to reflect submitted to Civil Service, submitted to OCR, etc. As it passes each stage, the status should be changed to reflect this action. In some cases (such as a contract being walked through the process), the status could be changed on KENT

ISIS

Manual Name: CFMS Procedures	Section: 100 Procedure: 101
Procedure Name: Processing a New Contract In CFMS	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Contract Unit

to" Submitted to Civil Service"; then the status would be changed to "Received from and approved by Civil Service"; and then "Submitted to OCR", etc. Using the system to record all of these type activities is the choice of the agency based on the level of detail the agency wishes to enforce.

ISIS

Manual Name: CFMS Procedures	Section: 100 Procedure: 102
Procedure Name: Entering or Changing Contract Header or Line Demographic Data	Date Issued: 02/96
	Revision: Date:

PURPOSE AND DESCRIPTION:

The purpose of entering data into the header demographic fields is to enable agencies to capture desired demographic data about their contracts. All header labels which were set up by the agency for the specific fiscal year and document type will be reflected.

The purpose of entering data into the line label fields is to enable agencies to capture desired demographic data related to a particular class/sub-class. All line labels which were set up by the agency for the specific fiscal year, document type and line number will be reflected, however, agencies will only enter data into the fields which are applicable to each particular contract. If a contract has more than one line number (line number represents a class, or a class/sub-class), agencies will need to assure that the demographic data is entered against the appropriate line. Even though the labels are the same for each line, different data can be input for the same label on each contract line. This is important if the data in the label fields will be used for any type of reporting which must be done by class/sub-class (type of service).

The Demographic fields are optional and agencies will only enter data into the applicable fields. Data entered into the header label or line fields can be used for inquiry or ad hoc reporting purposes.

Responsibility

Action

Contract or
Payment Unit

1. Accesses KLDM or KODM and enters the specific contract number of the record for which data is to be changed from a header label. Data can only be changed. The change function is the only valid function. Use the change function to perform add or delete functions, space out or type over existing data or type new data in blank fields.

2. Changes data for the label fields which are applicable to the contract accessed. On KLDM verify that the correct line number has been accessed if multiple contract lines exist. A line number represents one of the class or class/sub-classes entered on the Contract Line table (KENL). If a contract has 4 classes or class/sub-classes entered on KENL, there will be 4 lines for the contract. Type "CHANGE" in the Function Line and press ENTER.

ISIS

Manual Name: CFMS Procedures	Section: 100 Procedure: 102
Procedure Name: Entering or Changing Contract Header or Line Demographic Data	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Contract or
Payment Unit

3. If necessary, accesses the next desired contract to change data.

ISIS

Manual Name: CFMS Procedures	Section: 100 Procedure: 103
Procedure Name: Requesting T-Numbers	Date Issued: 02/96
	Revision: Date: 01/97

PURPOSE AND DESCRIPTION:

The purpose of T-numbers is to tie related contracts together for inquiry and reporting purposes. Agencies should assign the same T-number to each group of contracts which should be linked. Examples include: Contracts issued against the same Capital Outlay Project, or the same Grant, could be assigned a T-number in order to inquire/report on all contracts for a particular project or grant. T-numbers can be entered on a contract record prior to the entry of the contract approval date or encumbrance. T-numbers and their titles/descriptions must be defined on BTAB Table TN. Agencies have the option of requesting that a block of T-numbers be defined and track internally what each number specially identifies, or the agency may assign each number on request as needed, and assign a specific title at the time of the request. If the block option is utilized, the description of the T-number should be generic. (EX: set up A0001-A0020 with titles - "DOA T-Num 1", "DOA T-Num 2", and so on). If the T-number should carry a specific title, each number should be listed separately with the corresponding title. If the T-number needs to be a specific number because it relates to a GFS Capital Outlay project number, the T-number would have to be requested at the time the project number became known. When assigning T-numbers, all five digits should be used and titles must be 30 characters or less. Use the CFMS Agency Request Form for T-Numbers (#ISF019).

T-numbers are not related to agency numbers in any way. In an effort to prevent unintentional duplication of T-numbers between agencies, OSIS has assigned the first digit of the T-number as listed below:

A,B	Division of Administration
C	Reserved
D,E	Department of Education
F,G	Department of Social Services
H,I	Department of Health Care Authority
J,K	Department of Health & Hospitals
L,M	Department of Environmental Quality
N	Department of Natural Resources
O	Department of Agriculture
P	Department of Insurance
Q	Department of Public Safety
R	Department of Justice
S	Department of Wildlife and Fisheries

ISIS

Manual Name: CFMS Procedures	Section: 100 Procedure: 103
Procedure Name: Requesting T-Numbers	Date Issued: 02/96
	Revision: Date: 01/97

Responsibility

Action

T Military
Y Department of Corrections
Z Department of Economic Development

U,V,W, and X are unassigned. If your agency is not listed above and you require a T-number, call the ISIS Help Desk.

BLOCK OPTION

- | | |
|-----------------------------|--|
| Agency System Administrator | 1. Completes the Request for T-Numbers form for a block assignment of T-numbers and forwards to the OSIS System Administrator. |
| OSIS System Administrator | 2. Enters requested block of T-numbers in BTAB table TN. |
| | 3. Notifies the requester that block of T-numbers has been established. |
| Agency System Administrator | 4. Inquires BTAB table and verifies that T-number assignment is correct. |
| | 5. Receives a request for a T-number. |
| | 6. Assigns the next sequential number available in accordance with the agency numbering scheme for assigning T-numbers. |
| Contract Unit | 7. Enters assigned T-number on appropriate contracts. |

ISIS

Manual Name: CFMS Procedures	Section: 100 Procedure: 103
Procedure Name: Requesting T-Numbers	Date Issued: 02/96
	Revision: Date: 01/97

Responsibility

Action

- | | | |
|-----------------------------|----|--|
| Agency System Administrator | 1. | <p>INDIVIDUAL OPTION</p> <p>Receives a request from a contract person for T-number(s) which has a specific title/description, or is related to a certain GFS Capital Outlay project.</p> |
| Agency System Administrator | 2. | <p>Completes the Request for T-Numbers form, makes a copy for agency files, and forwards to the OSIS System Administrator.</p> <p>A. Assures the T-number requested is in accordance with the numbering scheme for assigning T-numbers.</p> |
| OSIS System Administrator | 3. | Enters requested T-number in the BTAB table TN. |
| OSIS System Administrator | 4. | Notifies the Agency System Administrator that the T-number is set up in the system and available for use and files the request. |
| Agency System Administrator | 5. | Accesses the BTAB table TN and verifies the number and title/description is set up accurately. |
| | 6. | Notifies the Contract person that the T-number is established in the system and available for use and files copy of the request in agency files. |

NOTE: Contracts by T-number can be viewed on the KTNO table. Type INQUIRE in the Function Line. Enter a valid T-number and spaces in the solicitation number. Press ENTER/RETURN.

AMENDMENT PROCESSING

Section 200

ISIS

Manual Name: CFMS Procedures	Section: 200 Procedure: 201
Procedure Name: Amending or Changing Existing Contract in CFMS	Date Issued: 02/96
	Revision: Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to outline the steps required to process contract amendments and accounting changes. The Change Type code will identify whether the data being entered is a true contract amendment (increase/decrease of the total contract amount, date extension, etc.), or if the data represents a change or adjustment to contract accounting (increase/decrease amounts of accounting lines which net to zero, increase to contract balance for a refund check received, etc.). The system will assure that any required approvals have been processed by the Agency before allowing encumbrance against the amendment.

Responsibility

Action

Contract Unit

1. Determines if it is necessary to process an amendment/accounting change for one or more of the following reasons:

AMENDMENT

- A. amendment (AMD) - use when a legal signed amendment document exists ("true" amendment).
- B. termination of the contract (TRM) - use when terminating contract prior to expiration date of contract.

ACCOUNTING CHANGE

- C. adjustment (ADJ) - use when the vendor issues an agency refund for current or past fiscal year, when a manual payment is processed, or when canceling a check.
- D. change type (CHG) - use when money should be moved from one account distribution to another (org change required), or when money should be split from one account distribution to multiple distributions.
- E. cancel remaining balance (CNB) - use to cancel remaining encumbered balance of each account distribution at the end of the fiscal year or at the end of the contract.

ISIS

Manual Name: CFMS Procedures	Section: 200 Procedure: 201
Procedure Name: Amending or Changing Existing Contract in CFMS	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Contract Unit

- F. decrease current year encumbrance (DEC) - use when encumbered amount is overestimated for the current year.
 - G. increase current year encumbrance (INC) - use when encumbered amount is underestimated for the current year.
 - H. substitute accounting lines (SUB) - use to replace one KACG account distribution with a new account distribution.
2. Accesses the KAMD screen, type "CLEAR" in the Function Line and press ENTER. Enters the contract number which is to be amended/changed.
 3. Enters a contract amendment title to identify the type amendment/change being made to the contract.
 4. Enters the fiscal year that the contract amendment affects in the CONT AMD FISCAL YR field.
 5. Enters the appropriate code in the CHANGE TYPE CODE field which identifies the type of amendment being processed (Change Type Codes listed in Step 1).
 - A. Enters the amount of the amendment. For change type codes "CHG"," CNB", "SUB", and "TRM", amount must be "0" in the CONT AMD AMOUNT field. Change type code "DEC" must be negative. Change type code "INC" must be positive. Change type codes "AMD" or "ADJ" can be either positive or negative.
 - B. If the change type code equals "ADJ", enters a "Y" or "N" in the SEND TO ACCOUNTING field. If the adjustment applies to a prior year (closed year), a "N" must be entered. Otherwise, leave blank.

ISIS

Manual Name: CFMS Procedures	Section: 200 Procedure: 201
Procedure Name: Amending or Changing Existing Contract in CFMS	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

- | | |
|---------------|---|
| Contract Unit | <p>6. If the contract begin or end dates are being revised, enter the revised dates into the appropriate field.</p> <p>7. Completes all other mandatory and any desired optional fields.</p> <p>8. Press ENTER to add or change the amendment record.</p> <p>9. Accesses the KCTX screen and enters any desired text to describe the amendment.</p> <p>10. If the amendment requires accounting, accesses the KCAC screen and adds accounting lines and amounts to be encumbered and/or increases or decreases amounts of accounting lines.</p> <p>11. Accesses the KAMD screen and enters status "AIN" in the STATUS CODE field to initiate approvals.</p> |
| Approver | <p>12. Accesses the PAPI screen to list all transactions pending approval for your user ID and then accesses PAPV to approve/disapprove the individual transactions. If the amendment number of the transaction requiring approval is known, accesses PAPV directly for that document number.</p> <p style="padding-left: 40px;">A. Enters an "A" or "D" in the APPROVE/DISAPPROVE field and any desired comments or disapproval reasons.</p> |
| Contract Unit | <p>13. Accesses KAMD screen to determine which amendments/changes have been approved (status APC) and disapproved (status ADS). If approvals complete (APC), then changes the status to "ENO" (Encumber On-line).</p> |

ISIS

Manual Name: CFMS Procedures	Section: 200 Procedure: 201
Procedure Name: Amending or Changing Existing Contract in CFMS	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

NOTE: Steps 11 and 12 above reflect one method in which approvals and changing the status to send the transaction to accounting can be handled. Another option is to require the approver to access KAMD to change the status to "ENO" after approving the transaction on PAPV.

Contract Unit

14. If necessary, forwards the hard copy of the amendment to the required office(s), (Civil Service, OCR, etc.) and if desired, changes the status on KAMD to reflect these actions.

ISIS

Manual Name: CFMS Procedures	Section: 200 Procedure: 202
Procedure Name: Zero Liquidating an Encumbered Contract Balance	Date Issued: 2/96
	Revision: Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to outline the steps required to zero liquidate a contract at the end of the fiscal year or if encumbered in error. The amendment change process using change type code 'CNB' should be utilized.

Responsibility

Action

Payment Unit

1. Access the KOFY table and verify that no payments are in progress.

If payments are in progress, do not zero liquidate until the payments have been processed.
2. Check the KNTE for any outstanding issues that are accounting related.
3. Access the KAMD to process the zero liquidation. Type "ADD" in the Function Line.
 - A. The "CNB" change type code should be used. CNB will cancel the remaining net encumbered balance on a contract.
 - B. The amendment amount on a CNB change type is system calculated and will be displayed when the status is change from "INI" to "RDY".
 - C. The system will automatically build the corresponding KCAC records for any CNB change with the calculated change amount. The KCAC record will be built at a status code of 1.
4. Process the CNB change to accounting. All remaining and encumbered balance fields will be zero liquidated when approved.

PAYMENT PROCESSING

Section 300

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 301
Procedure Name: Payment processing (Manual entry of payments-no scheduling feature of the system is being used)	Date Issued: 02/96
	Revision: Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to provide the user with the ability set up payments manually.

Responsibility

Action

Payment Supv/ or
Contract Mgr.

1. Determines that manual payments are appropriate and accesses the KEN2 screen to enter the appropriate code.
2. On adding a contract that requires accounting, the system will build KEN2 with an 'M' in the PAYMENT BILLING BASIS field initially. The payment amount will be entered manually when an invoice is received. Unless this field had been change previously, it is not necessary to change it.
 - A. If a payment includes deferred compensation the vendor number must be entered in the Deferred Comp Vendor field.

NOTE: All contracts must be encumbered and have an approval date on KENT, a KOFY and a KACG record to process payments.

Payment Unit

3. Accesses the KINV screen, type "CLEAR" in the Function Line, and press ENTER. Using PYMT TYPE 'RP' enters invoice information. Required fields are: Contract Number, Vendor Invoice Number, Invoice Amount, Date Goods/Services Received/Accepted, Payment Type, and Budget Fiscal Year. All other fields are either system generated or optional. Press ENTER.
 - A. If recoupment, retainage or deferred compensation features are used, the gross amount of the invoice is entered in the Payment Amount field.
4. If the screen updates successfully and all the information is correct, change the status code to 'RDY'.
5. Accesses the KILN screen to record invoice line data, if desired.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 301
Procedure Name: Payment processing (Manual entry of payments-no scheduling feature of the system is being used)	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Payment Unit

6. Accesses the KILT screen to record invoice line text, if desired.

7. Accesses the KPAG screen to enter the amount of payment to be applied to each accounting distribution line, if there is more than one line. If there is one accounting distribution line the system will default payment information. The sum of the KPAG records must equal the payment amount.
 - A. The system will default accounting distribution numbers and associated coding from the KACG record with zero amounts in the PAYMENT AMOUNT field. Enters the appropriate gross amount of the invoice for each accounting line, leaving the zero amount for any lines which do not apply to this specific payment.

8. Accesses the KINV screen and enters status 'AIN' in the status code field to send the payment through the approval process. Press ENTER/RETURN.

Approver

9. Accesses the PAPI screen to list all transactions pending approval for your user ID and then accesses PAPV to approve/disapprove the individual transactions. If the invoice number of the transaction requiring approval is known, accesses PAPV directly for that document number.
 - A. Enters an "A" or "D" in the APPROVE/DISAPPROVE field. Comments are optional. If a "D" was used disapproval reasons are required.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 301
Procedure Name: Payment processing (Manual entry of payments-no scheduling feature of the system is being used)	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

10. If approved, accesses KPAS screen to list all transactions which have been approved (status APC) and disapproved (status ADS) and the accesses the KINV record for the approved transactions to change the status to either "PYO"- Payment on-line or "PYB"- Payment batch. If the invoice number of the transaction which has been approved and ready to pay is known, accesses the invoice on KINV directly. If disapproved, investigate disapproval.

Payment Unit

NOTE 1: Steps 9 and 10 reflect one method in which approvals and changing the status to send the transaction to accounting can be handled. Another option is to require the approver to access KINV to change the status to "PYO" or "PYB" after approving the transaction on PAPV. Using this method, the approver would be set up in the system with the ability to change the status to "PYO" and "PYB" and the payment clerk would not be allowed to enter either of these two statuses. The payment clerk could continue to use the KPAS screen to obtain a list of disapproved transactions (status ADS) which may require some type of correction.

NOTE 2: If an error is made that can not be corrected and the status code of KINV is at 'INI', the record can be deleted. Once the status code progresses beyond that point the user will have to cancel the record.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 302
Procedure Name: Frequency Automatic Payments (Periodic Payments)	Date Issued: 02/96
	Revision: Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to outline the steps required to have the system automatically generate a payment when the payment amount and date are fixed. The system will automatically process the payment and send the transaction to the accounting system. Since the Frequency payment billing basis is used, payment may be made (B)i-weekly, (S)emi-monthly, or (M)onthly. If the agency wants payments to be generated automatically but to approve them before they are sent to the accounting system, the procedure for Scheduled Automatic Payments should be used. For the system to generate a payment, the contract/amendment must be encumbered and approved. The system will build invoices at "RDY" status if the "HOLD PAYMENT" flag is checked on KENT.

Responsibility

Action

- | | |
|--------------|---|
| Payment Unit | <ol style="list-style-type: none">1. Determines how and when payments should be processed and accesses the KEN2 screen to enter the appropriate code. Type CHANGE in the Function Line.
2. If a fixed amount is to be paid at specific intervals, enter an "F" in the PAYMENT BILLING BASIS field to indicate that the frequency will be defined for automatic payments.<ol style="list-style-type: none">A. Enters the amount to be paid each interval in the PAYMENT AMT field.B. Enters one of the frequency codes (Bi-weekly, Semi-monthly or Monthly) to identify how often payments will be made in the PAYMENT FREQ field.
3. Enters the day or dates payments are to be made in the DAY TO PAY field. User should allow for processing time when determining payment dates.<ol style="list-style-type: none">A. If frequency code "B" was entered, enters the day of the week payments are to be made in the first two bytes of the Day to Pay field (MO, TU, WE, TH, FR) and the second two bytes are spaces. |
|--------------|---|

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 302
Procedure Name: Frequency Automatic Payments (Periodic Payments)	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Payment Unit

- B. If frequency code "S" was entered, enters the date the first payment is to be made in the first two bytes of the field (01-15) and enters the date (16-28 or LA) for the second payment to be made in the last two bytes of the field. If the second payment is to be made on the last day of the month "LA" can be entered.
- C. If frequency code "M" was entered, enters the date (1-28 or LA) in the first two bytes of the field and leaves the second two bytes spaces. If the payment is to be made on the last day of the month "LA" can be entered.
- 4. Enters the date payments should begin and the date the last payment should be made in the BGN PAY DTE field and the END PAY DTE field. Ex: begin 08-15-95 and end 07-15-96, and press ENTER/RETURN.

CFMS System

- 5. The system generates a payment record on the designated date/day and sends the transaction to the accounting system.
 - A. If one line is encumbered for the contract, the payment is charged to this line.
 - B. If more than 1 accounting line was encumbered for the contract, the system will split the automatic payment between the accounting lines using a proportional method. Ex: Accounting line 1 was encumbered for \$8000.00 and accounting line 2 was encumbered for \$4000.00. The fixed payment is \$1000.00 Press ENTER/RETURN. month. The system will charge \$666.60 to line 1 and \$333.40 to line 2.
 - C. The accounting system will generate the check and send the check number and date back to CFMS to be stored on the KINV record.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 302
Procedure Name: Frequency Automatic Payments (Periodic Payments)	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

CFMS System

NOTE 1: Invoice numbers for periodic payments will be assigned by the system as follows: 1st periodic payment for the contract is the last two digits of the CFMS invoice number plus the last three digits of the CFMS contract number. For example, for contract number 500121, the first four periodic payment invoice numbers are AA121, AB121, AC121 and AD121 if no other payments have been made on the contract. The system will also use the Title 1 line on the KENT screen to be the invoice title.

NOTE 2: Payment type will display "PP".

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 303
Procedure Name: Scheduling Payments	Date Issued: 02/96
	Revision: Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to provide the user with the ability to set up a payment schedule for automatically generated invoices. Agencies can indicate if the payment can be automatically sent to the financial system when the invoice is created (setting up the payment schedule is the approval to pay automatically) or the payment can be set up but require approval prior to being sent to the financial system. The system will assign invoice number composed of the last two digits of the CFMS invoice number (i.e. AAA, AAB, AAC) and the last three digits of the CFMS contract number (i.e. 500**101**). In order for CFMS to generate a payment, the contract/amendment must be encumbered and approved. The system will not generate a payment if the "Hold Pymnt" flag is checked on KENT.

Responsibility

Action

Payment Supv/or
Contract Mgr.

1. Determines how the payment will be handled and accesses the KEN2 screen to enter the appropriate code. Type CHANGE in the Function Line.
2. If the user knows the amount to be paid each month and the amounts vary from month to month, enter a "S" in the PAYMENT BILLING BASIS field to indicate scheduling of the payment. If the amount is the same each month, see Procedure 302.
 - A. Enters "M" in the PAYMENT FREQUENCY field to indicate a monthly periodic payment.
 - B. Enters the day of the month for which an invoice is to be generated in the first two spaces of the DAY TO PAY field (01-28 or LA will be accepted). User should consider processing time when making this decision.
 - C. Enters the BEGIN PAY DATE and END PAY DATE to identify the range of payment dates and press ENTER/RETURN.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 303
Procedure Name: Scheduling Payments	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

	3.	Accesses the KSCD screen. Enters the amount to be paid in the field(s) for the each month. Amount can not be greater than Not To Exceed amounts. Sets the APRV FLAG, if necessary.
Payment Unit	4.	If APRV REQUIRED was checked, after a nightly cycle accesses the KINV screen and enters status "AIN" in the STATUS CODE field to initiate approval.
Approver	A.	Accesses the PAPI screen to list all transactions pending approval for your user ID and then accesses PAPV to approve/disapprove the individual transactions. If the invoice number of the transaction requiring approval is known, accesses PAPV directly for that document number.
	B.	Enters an "A" or "D" in the APPROVE/DISAPPROVE field. Comments are optional. Disapproval reasons are required when "D" is used.
Payment Unit	5.	If APPRV REQUIRED flag was not checked, system has processed invoice.
	6.	Accesses KPAS screen to list all transactions which have been approved (status APC) and disapproved (status ADS) and then access the KINV record for the approved transactions to change the status to either "PYO"-Payment On-line or "PYB"-Payment Batch. The user must use batch processing for any payment that includes deferred compensation. If the invoice number of the transaction which has been approved and ready to pay is known, accesses the invoice on KINV directly.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 303
Procedure Name: Scheduling Payments	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

NOTE: Steps 4A and 4B above reflect one method in which approvals and changing status to send the transaction to accounting can be handled. Another option is to require the approver to access KINV to change status to "PYO" or "PYB" after approving the transaction on PAPV. Using this method, the approver would be set up in the system with the ability to change status to "PYO" and "PYB" and the payment clerk would not be allowed to enter either of these two statuses.

Payment Unit

7. Once checks are issued in the accounting system, KINV will update with the check numbers and check dates.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 304
Procedure Name: Scheduling for Manual Payments	Date Issued: 02/96
	Revision: Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to provide the user with the ability to set up a payment schedule. The system will automatically generate the payment amount in the month specified for the amount set up on the schedule.

Responsibility	Action
Payment Supv/or Contract Mgr.	1. Determines how the payment will be handled and accesses the KEN2 screen to enter the appropriate code.
	2. If fixed amounts are to be paid in specific months and the amounts vary from month to month, enter a "S" in the PAYMENT BILLING BASIS field to indicate scheduling of the payment.
	<ul style="list-style-type: none"> A. Accesses the KOFY screen and enters the amount by fiscal year which is to be paid in the NOT TO EXCEED AMOUNT field. B. Accesses the KSCD screen and enters the amount to be paid in the field(s) of the month in which payment is to occur.
Payment Unit	3. Accesses the KINV screen to enter an invoice in the month payment is scheduled and the system will automatically pull the scheduled amount. It is very important that the date goods/service rcvd & acptd. (actual delivery date) reflects the appropriate month as the system will use the month in this date to determine which month's payment amount to pull from KSCD.
	<ul style="list-style-type: none"> A. If necessary, changes the payment amount which defaulted to KINV. B. Accesses the KILN screen to record invoice line data, if desired.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 304
Procedure Name: Scheduling for Manual Payments	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Payment Supv/ or
Contract Mgr.

4. If the payment amount was changed, accesses the KSCD screen and changes the amount in the PAYMENT AMOUNT field(s) to the amount which was actually paid.

Payment Unit

5. Accesses the KPAG screen to enter the invoice amount to be applied to each accounting distribution line.
 - A. The system will default all line numbers and associated coding from the KACG record with zero amounts in the PAYMENT AMOUNT field and zero in the S/C field. Enters a "1" in the S/C field. Any lines which do not apply to this specific payment should remain at zero status code.
 - B. Enters the appropriate gross amount for each accounting line. Any lines which do not apply to this specific payment should remain with zero in the amount field. If only one accounting distribution line exist on KACG the KPAG record will be built at a status code "1" with the payment amount from the KINV record and no action is necessary.
6. Accesses the KINV screen and enters status "AIN" in the STATUS CODE field and press ENTER/RETURN to set the payment up for approval or if approval is not required (approval was authorized on KSCD) enters a status of either "PYO-Payment On-Line" or "PYB-Payment-Batch".

Approver

7. Accesses the PAPI screen to list all transactions pending approval for your user ID and then accesses PAPV to approve/disapprove the individual transactions. If the invoice number of the transaction requiring approval is known, accesses PAPV directly for that document number.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 304
Procedure Name: Scheduling for Manual Payments	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

- A. Enters an "A" or "D" in the APPROVE/DISAPPROVE field and press ENTER/RETURN. Comments are optional. If a "D" was used disapproval reasons are required.

Payment Unit

8. Accesses KPAS screen to list all transactions which have been approved (status APC) and disapproved (status ADS) and then access the KINV record for the approved transactions to change the status to either "PYO"- Payment On-line or "PYB"- Payment Batch. If the invoice number of the transaction which has been approved and ready to pay is known, accesses the invoice on KINV directly.

NOTE: Steps 7 and 8 above reflect one method in which approvals and changing the status to send the transaction to accounting can be handled. Another option is to require the approver to access KINV to change the status to "PYO" or "PYB" after approving the transaction on PAPV. Using this method, the approver would be set up in the system with the ability to change the status to "PYO" and "PYB" and the payment clerk would not be allowed to enter either of these two statuses. The payment clerk could continue to use the KPAS screen to obtain a list of disapproved transactions (status ADS) which may require some type of correction.

Payment Supv/ or
Contract Mgr.

9. If all payments have not been made by the end of the fiscal year and the contract crosses fiscal years or is a multi-year contract, the balance of the contract will be rolled into the next year if the roll indicator is set to "A" or "Y" on the KENT screen.
10. If the contract crosses fiscal years or is a multi-year contract and the roll indicator is set to "N", the balance to be paid in the next fiscal year will need to be manually entered and the previous fiscal reduced.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 304
Procedure Name: Scheduling for Manual Payments	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Payment Supv/ or
Contract Mgr.

- A. Accesses the KOFY screen and changes (decreases) the amount in the NOT TO EXCEED AMOUNT field of the fiscal year that closed to the amount which was actually paid for that fiscal year.
- B. After changing the previous fiscal year's amount, changes (increases) the current fiscal year's amount to include the balance to be paid.
- C. Accesses the KSCD screen for the fiscal year which closed and changes (decreases) the amount in the PAYMENT AMOUNT field(s) to the amount which was actually paid.
- D. After changing the previous fiscal year's amount on KSCD, accesses the current fiscal year on KSCD and changes (increases) the current fiscal year's amount to include the balance to be paid or adds this amount if no payment record already exists on KSCD.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 305
Procedure Name: Percentage Method for Automatic Calculating of Payments	Date Issued: 02/96
	Revision: Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to outline the steps required to have the system automatically calculate the amount of payment based on a percentage of the contract rather than using the automatic scheduling features of the system or manually entering the amount on an as needed basis.

Responsibility

Action

Payment Unit

1. Determines how the payments will be handled and accesses the KEN2 screen to enter the appropriate code. Type CHANGE in the Function Line.
 - A. If a fixed percentage of the contract is to be paid each month, enters a "P" in the PAYMENT BILLING BASIS field to indicate percentage scheduling of the payment.
 - B. Enters the percent which is to be paid in the PERCENT field.
 - C. Enters an "M" in the PAYMENT FREQ field. The system will generate payments monthly.
 - D. Enter the DAY TO PAY in the first two bytes. Valid entries are 01-28 or La (for last day of the month).
 - F. Enter the day the payments are to begin in the BGN PAY DTE field. The date entered can not precede the current date or the contract beginning date.
 - G. Enter the day payments are to stop in the END PAY DTE field and press ENTER/RETURN.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 305
Procedure Name: Percentage Method for Automatic Calculating of Payments	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

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|--------------|----|---|
| | 2. | Accesses the KINV screen and enters the invoice each month and the system will automatically calculate the amount of the payment based on the percentage specified on KEN2 (up to the not to exceed amount on KOFY). |
| Payment Unit | 3. | <p>Accesses the KPAG screen to enter the amount of payment to be applied to each accounting distribution line.</p> <p>A. The system will default the line number(s) and associated coding from the KACG record with zero amount(s) in the PAYMENT AMOUNT field. If more than one accounting line, enters the appropriate amount for each accounting line, leaving the zero amount for any lines which do not apply to this specific payment.</p> |
| | 4. | Accesses the KINV screen and enters status "AIN" in the STATUS CODE field and press ENTER/RETURN to set the payment up for approval. |
| Approver | 5. | <p>Accesses the PAPI screen to list all transactions pending approval for your user ID and then accesses PAPV to approve/disapprove the individual transactions. If the invoice number of the transaction requiring approval is known, accesses PAPV directly for that document number.</p> <p>A. Enters an "A" or "D" in the APPROVE/DISAPPROVE field. Comments are optional. If a "D" was used disapproval reasons are required.</p> |

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 305
Procedure Name: Percentage Method for Automatic Calculating of Payments	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Payment Unit

6. Accesses KPAS screen to list all transactions which have been approved (status APC) and disapproved (status ADS) and then accesses the KINV record for the approved transactions to change the status to either "PYO"- Payment On-line or "PYB"- Payment Batch (if payment includes Deferred Comp). If the invoice number of the transaction which has been approved and ready to pay is known, accesses the invoice on KINV directly.

NOTE: Steps 5 and 6 above reflect one method in which approvals and changing the status to send the transaction to accounting can be handled.

Another option is to require the approver to access KINV to change the status to "PYO" or "PYB" after approving the transaction on PAPV. Using this method, the approver would be set up in the system with the ability to change the status to "PYO" and "PYB" and the payment clerk would not be allowed to enter either of these two statuses. The payment clerk could continue to use the KPAS screen to obtain a list of disapproved transactions (status ADS) which may require some type of correction.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 306
Procedure Name: Percentage Method for Calculating of Manual Payments	Date Issued: 02/96
	Revision: Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to outline the steps required to have the system automatically calculate the amount of payment based on a **percentage of the contract not to exceed amount** rather than using the automatic scheduling features of the system or automatic percentage payments.

Responsibility

Action

Payment Unit

1. Determines how the payments will be handled and accesses the KEN2 screen to enter the appropriate code.
 - A. If a fixed percentage of the contract is to be paid each month, enters a "P" in the PAYMENT BILLING BASIS field to indicate percentage scheduling of the payment.
 - B. Enters the percent which is to be paid in the PERCENT field.
2. Accesses the KINV screen and enters the invoice each month and the system will automatically calculate the amount of the payment based on the percentage specified on KEN2 (up to the not to exceed amount on KOFY).
3. Accesses the KPAG screen to enter the amount of payment to be applied to each accounting distribution line.
 - A. The system will default all line numbers and associated coding from the KACG record with zero amounts in the PAYMENT AMOUNT field. Enters the appropriate amount for each accounting line, leaving the zero amount for any lines which do not apply to this specific payment.
4. Accesses the KINV screen and enters status "AIN" in the STATUS CODE field and press ENTER/RETURN to set the payment up for approval.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 306
Procedure Name: Percentage Method for Calculating of Manual Payments	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

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| Approver | <p>5. Accesses the PAPI screen to list all transactions pending approval for your user ID and then accesses PAPV to approve/disapprove the individual transactions. If the invoice number of the transaction requiring approval is known, accesses PAPV directly for that document number.</p> <p style="margin-left: 40px;">A. Enters an "A" or "D" in the APPROVE/DISAPPROVE field. Comments are optional. If a "D" was used disapproval reasons are required.</p> |
|----------|--|

- | | |
|--------------|---|
| Payment Unit | <p>6. Accesses KPAS screen to list all transactions which have been approved (status APC) and disapproved (status ADS) and then access the KINV record for the approved transactions to change the status to either "PYO"- Payment On-line or "PYB"- Payment Batch. If the invoice number of the transaction which has been approved and ready to pay is known, accesses the invoice on KINV directly.</p> |
|--------------|---|

NOTE: Steps 5 and 6 above reflect one method in which approvals and changing the status to send the transaction to accounting can be handled. Another option is to require the approver to access KINV to change the status to "PYO" or "PYB" after approving the transaction on PAPV. Using this method, the approver would be set up in the system with the ability to change the status to "PYO" and "PYB" and the payment clerk would not be allowed to enter either of these two statuses. The payment clerk could continue to use the KPAS screen to obtain a list of disapproved transactions (status ADS) which may require some type of correction.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 307
Procedure Name: Issuing Contract Advances	Date Issued: 02/96
	Revision: Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to outline the steps required to issue an advance and have the system automatically update the appropriate tables for tracking of advance payments and balances. Before an advance is issued, the method of recoupment should be specified and certain tables set up. Refer to the procedures outlining the three available choices. All advances will be issued using the balance sheet account which is set up on the AACG screen, therefore, the system will automatically code advances and recoupments to this account. When advances are issued, the amounts will not effect the contract encumbered amount but the system does use these amounts to calculate available contract balance.

Responsibility

Action

- | | |
|--------------|---|
| Payment Unit | <ol style="list-style-type: none"> 1. Accesses the KOF3 screen and identifies ADVANCE NOT TO EXCEED amount(s).
 2. Accesses the KINV screen, type "CLEAR" in the Function Line, and press ENTER. <ol style="list-style-type: none"> A. Enters data in the required fields, as well as any optional fields. <ol style="list-style-type: none"> 1) Required fields are: <ol style="list-style-type: none"> a) Contract number b) Vend Invoice No (the transaction will fail in the accounting system for different contract numbers) c) Inv Amt (amount has to be less than or equal to NTE advance amount on KOF3) d) Date Goods/Serv Rcvd/Acptd e) Pymt Type f) BFY
 3. Press ENTER to add the invoice header to CFMS. |
|--------------|---|

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 307
Procedure Name: Issuing Contract Advances	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

- | | |
|--------------|--|
| Payment Unit | <p>4. Type "CHANGE" in the Function Line, change the status code to "RDY" and press ENTER.</p> <p>5. Accesses the KPAG screen and verifies that the system defaulted the line number and associated coding from the AACG record with the amount of advance (entered on KINV) in the PAYMENT AMOUNT field.</p> <p>6. Accesses the KINV screen and enters status "AIN" in the STATUS CODE field and press ENTER/RETURN to set the payment up for approval.</p> |
| Approver | <p>7. Accesses the PAPI screen to list all transactions pending approval for your user ID and then accesses PAPV to approve/disapprove the individual transactions. If the invoice number of the transaction requiring approval is known, accesses PAPV directly for that document number.</p> <p style="padding-left: 40px;">A. Enters either an "A" or "D" in the APPROVE/DISAPPROVE field and press ENTER/RETURN. Comments are optional. Disapproval reasons are required if the document is disapproved.</p> |
| Payment Unit | <p>8. Accesses KPAS screen to list all transactions which have been approved (status APC) and disapproved (status ADS) and then access the KINV record for the approved transactions to change the status to either "PYO"- Payment On-Line. If the invoice number of the transaction which has been approved and ready to pay is known, accesses the invoice on KINV directly.</p> |

NOTE: Steps 6 and 7 above reflect one method in which approvals and changing the status to send the transaction to accounting can be handled. Another option is to require the approver to access KINV to change the status to "PYO" after approving the transaction on

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 307
Procedure Name: Issuing Contract Advances	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

PAPV. Using this method, the approver would be set up in the system with the ability to change the status to "PYO" and the payment clerk would not be allowed to enter either of these two statuses. The payment clerk could continue to use the KPAS screen to obtain a list of disapproved transactions (status ADS) which may require some type of correction.

9. Advance amounts will be reflected on KOF4.
10. When the check is issued, the check number and date paid will be reflected on the KINV screen.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 308
Procedure Name: Manual Withholding of Retainage (Automatic Retainage Scheduling feature is not being used)	Date Issued: 02/96
	Revision: Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to provide the user with the ability to set up retainage on an as-needed basis rather than using the automatic retainage scheduling feature of the system. All retainage must be withheld using the balance sheet account which was set up on the AACG screen, therefore, the system will automatically code retainage and payments of the retainage to this account. When retainage is withheld, the amount will reduce the contract encumbered amount and will be used to calculate the contract available balance.

Responsibility

Action

- | | |
|--------------|--|
| Payment Unit | <ol style="list-style-type: none"> 1. Determines how retainage will be handled and accesses the KEN2 screen to enter the appropriate code. <ol style="list-style-type: none"> A. If the retainage amount will be handled manually (entered at the time of invoice/payment), enter a "M" in the RETAINAGE BILLING BASIS field to indicate manual handling of the retainage. 2. Accesses the KOF3 screen and enters the amount by fiscal year which is to be retained in the NTE RETAINAGE AMT field. 3. Accesses the KINV screen to input invoice information. <ol style="list-style-type: none"> A. Enters values in the system required fields. B. Enters the amount to be retained in the RETAINAGE AMOUNT field. The retainage amount will reduce the invoice amount and the vendor will receive a check for the NET TO VEND AMT. 4. Accesses the KILN screen to record invoice line data, if desired. 5. Accesses the KPAG screen to enter the amount of payment to be applied to each accounting distribution line, if multiple lines exist, and also verify the retainage amount/coding. |
|--------------|--|

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 308
Procedure Name: Manual Withholding of Retainage (Automatic Retainage Scheduling feature is not being used)	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Payment Unit

- A. For the payment portion of the invoice, the system will default all line numbers and associated coding from the KACG record with zero amounts in the PAYMENT AMOUNT field. Enters the appropriate gross amount of the invoice for each accounting line, leaving the zero amount for any lines which do not apply to this specific payment.
- B. The system will default the line number and associated coding from the AACG record with the amount of retainage (entered on KINV) in the RETAINAGE AMOUNT field, for the retainage portion of the invoice.

- 6. Accesses the KINV screen and enters status "AIN" in the STATUS CODE field to set the payment up for approval.

Approver

- 7. Accesses the PAPI screen to list all transactions pending approval for your user ID and then accesses PAPV to approve/disapprove the individual transactions. If the invoice number of the transaction requiring approval is known, accesses PAPV directly for that document number.

- A. Enters either an "A" or "D" in the APPROVE/DISAPPROVE field and press ENTER/RETURN. Comments are optional. If "D" was used disapproval reasons are required.

Payment Unit

- 8. Accesses KPAS screen to list all transactions which have been approved (status APC) and disapproved (status ADS) and then access the KINV record for the approved transactions to change the status to either "PYO"- Payment On-line or "PYB"- Payment Batch. If the invoice number of the transaction which has been approved and ready to pay is known, accesses the invoice on KINV directly.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 308
Procedure Name: Manual Withholding of Retainage (Automatic Retainage Scheduling feature is not being used)	Date Issued: 02/96
	Revision: _____ Date: _____

Responsibility

Action

Payment Unit

NOTE: Steps 6 and 7 above reflect one method in which approvals and changing the status to send the transaction to accounting can be handled. Another option is to require the approver to access KINV to change the status to "PYO" or "PYB" after approving the transaction on PAPV. Using this method, the approver would be set up in the system with the ability to change the status to "PYO" and "PYB" and the payment clerk would not be allowed to enter either of these two statuses. The payment clerk could continue to use the KPAS screen to obtain a list of disapproved transactions (status ADS) which may require some type of correction.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 309
Procedure Name: Scheduling Automatic Withholding of Contract Retainage	Date Issued: 02/96
	Revision: _____ Date: _____

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to provide the user with the ability to set up a retainage schedule. The system will automatically generate a retainage entry in the month specified for the amount set up on the schedule. All retainage must be withheld using the balance sheet account which was set up on the AACG screen, therefore, the system will automatically code retainage and payments of the retainage to this account. When retainage is withheld, the amount will reduce the contract encumbered amount and will be used to calculate the contract available balance.

Responsibility	Action
Payment Unit	<ol style="list-style-type: none"> 1. Accesses the KOF3 screen and enters the amount by fiscal year which is to be retained in the NTE RETAINAGE AMOUNT field. 2. Determines retainage will be scheduled and accesses the KEN2 screen to enter the appropriate code. <ol style="list-style-type: none"> A. Accesses the KSCD screen and enters the amount to be retained in the field(s) of the fiscal month in which the retainage is to occur. (Example: For fiscal year 1996-1997, July 1996 is the first fiscal month and June 1997 is the last.) B. For fixed amounts to be retained in a specified month(s), enters a "S" in the RETAINAGE BILLING BASIS field to indicate automatic scheduling of the retainage. 3. Accesses the KINV screen to process an invoice for payment (gross amount of invoice) each month and the system will automatically withhold the scheduled amount. The system will use the ACCT PERIOD field, which is read as the fiscal month/year, to determine which month's retainage amount to pull from KSCD. If the ACCT PERIOD field is left blank, the system will translate the scheduled pay date into the fiscal month/year format and use it to determine which KSCD amount to retrieve.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 309
Procedure Name: Scheduling Automatic Withholding of Contract Retainage	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Payment Unit

- A. If the payment amount entered on KINV is less than the scheduled retainage amount which defaulted to KINV, the system will display an error message unless the retainage amount is changed by the user to be less than the payment amount.

4. Accesses the KILN screen to record invoice line data, if desired.

5. If the retainage amount was changed on KINV, accesses the KSCD screen and changes (decreases) the amount in the RETAINAGE AMOUNT field(s) to the amount which was actually retained for the month.
 - A. After changing the current month's amount on KSCD, changes (increases) the next month's amount to include the balance to be retained or adds this amount if no retainage record already exists for the next month.

6. Accesses the KPAG screen to enter the amount of payment to be applied to each accounting distribution line (if multiple lines exist), and to verify the retainage amount/coding.
 - A. For the payment portion of the invoice, the system will default all line numbers and associated coding from the KACG record with zero amounts in the PAYMENT AMOUNT field. Enters the appropriate gross amount of the invoice for each accounting line, leaving the zero amount for any lines which do not apply to this specific payment.

 - B. For the retainage portion of the invoice, the system will default the line number and associated coding from the AACG record with the amount of retainage from KINV in the PAYMENT AMOUNT field when the record is sent to interface with the accounting system.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 309
Procedure Name: Scheduling Automatic Withholding of Contract Retainage	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

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|--------------|---|
| Payment Unit | 7. Accesses the KINV screen and enters status "AIN" in the STATUS CODE field and press ENTER/RETURN to set the payment up for approval. |
| Approver | 8. Accesses the PAPI screen to list all transactions pending approval for your user ID and then accesses PAPV to approve/disapprove the individual transactions. If the invoice number of the transaction requiring approval is known, accesses PAPV directly for that document number.

A. Enters an "A" or "D" in the APPROVE/DISAPPROVE field and press ENTER/RETURN. Comments are optional. If a "D" was entered, disapproval reasons are required. |
| Payment Unit | 9. Accesses KPAS screen to list all transactions which have been approved (status APC) and disapproved (status ADS) and then access the KINV record for the approved transactions to change the status to either "PYO"- Payment On-line or "PYB"- Payment Batch. If the invoice number of the transaction which has been approved and ready to pay is known, accesses the invoice on KINV directly. |

NOTE: Steps 8 and 9 above reflect one method in which approvals and changing the status to send the transaction to accounting can be handled. Another option is to require the approver to access KINV to change the status to "PYO" or "PYB" after approving the transaction on PAPV. Using this method, the approver would be set up in the system with the ability to change the status to "PYO" and "PYB" and the payment clerk would not be allowed to enter either of these two statuses. The payment clerk could continue to use the KPAS screen to obtain a list of disapproved transactions (status ADS) which may require some type of correction.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 310
Procedure Name: Withholding a Percentage of Invoices for Retainage	Date Issued: 02/96
	Revision: Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to provide the user with the ability set up retainage on a percentage basis rather than using the automatic retainage scheduling feature of the system or manually entering the amount on an as needed basis. All retainage must be withheld using the balance sheet account which was set up on the AACG screen, therefore, the system will automatically code retainage and payments of the retainage to this account.

Responsibility

Action

- | | |
|--------------|---|
| Payment Unit | <ol style="list-style-type: none"> 1. Determines how retainage will be handled and accesses the KEN2 screen to enter the appropriate code. <ol style="list-style-type: none"> A. If a fixed percentage is to be retained each month, enters a "P" in the RETAINAGE BILLING BASIS field to indicate percentage scheduling of the retainage. B. Enters the percent which is to be retained from each payment in the PERCENT field. 2. Accesses the KOF3 screen and enters the amount by fiscal year which is to be retained in the NTE RETAINAGE AMT field. 3. Accesses the KINV screen to process an invoice for payment putting the gross amount of invoice each month in the INV AMT field and the system will automatically withhold the percentage specified on KEN2 up to the KOF3 not to exceed amount . 4. Accesses the KILN screen to record invoice line data, if desired. 5. Accesses the KPAG screen to enter the amount of payment to be applied to each accounting distribution line. <ol style="list-style-type: none"> A. The system will default all line numbers and associated coding from the KACG record with zero amounts in the PAYMENT AMOUNT field, if multiple accounting distributions exist. Enters the appropriate gross amount of the |
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ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 310
Procedure Name: Withholding a Percentage of Invoices for Retainage	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Payment Unit

invoice for each accounting lines, leaving the zero amount for any lines which do not apply to this specific payment.

B. For the retainage, the interface program will build the retainage accounting distribution based on the AACG RT balance sheet account record with the calculated amount of retainage entered on KINV in the PAYMENT AMOUNT field. Verifies the amount of retainage. If the retainage amount is incorrect, the KINV record must be canceled as changes to this amount cannot be made on this screen.

6. Accesses the KINV screen and enters status "AIN" in the STATUS CODE field and press ENTER/RETURN to set the payment up for approval.

Approver

7. Accesses the PAPI screen to list all transactions pending approval for your user ID and then accesses PAPV to approve/disapprove the individual transactions. If the invoice number of the transaction requiring approval is known, accesses PAPV directly for that document number.

A. Enters an "A" or "D" in the APPROVE/DISAPPROVE field and press ENTER/RETURN. Comments are optional. If a code of "D" was used, disapproval reasons are required.

Payment Unit

8. Accesses KPAS screen to list all transactions which have been approved (status APC) and disapproved (status ADS) and then access the KINV record for the approved transactions to change the status to either "PYO"- Payment On-line or "PYB"- Payment Batch. If the invoice number of the transaction which has been approved and ready to pay is known, accesses the invoice on KINV directly.

NOTE: Steps 7 and 8 above reflect one method in which approvals and changing the status to send the transaction to accounting can be

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 310
Procedure Name: Withholding a Percentage of Invoices for Retainage	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Payment Unit

handled. Another option is to require the approver to access KINV to change the status to "PYO" or "PYB" after approving the transaction on PAPV. Using this method, the approver would be set up in the system with the ability to change the status to "PYO" and "PYB" and the payment clerk would not be allowed to enter either of these two statuses. The payment clerk could continue to use the KPAS screen to obtain a list of disapproved transactions (status ADS) which may require some type of correction.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 311
Procedure Name: Paying the vendor for retainage that has been withheld.	Date Issued: 02/96
	Revision: Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to outline the steps required to process a payment to a vendor for retainage which has been withheld. All retainage must be withheld using the balance sheet account which was set up on the AACG screen, therefore, the system will automatically code retainage and payments of the retainage to this account. When retainage is withheld, the amount will reduce the contract encumbered amount (expense the retainage and credit the balance sheet account) and will also be used to calculate the contract available balance. When the retainage is paid, the system will edit that the amount being paid is not more than what has been withheld and code it to the balance sheet account. The payment of retainage has no effect on the contract balance.

Responsibility

Action

Payment Unit

1. Accesses the KINV screen and enters all required fields and any desired optional field(s).
 - A. Enters the amount of retainage to be paid to the vendor in the INV AMT field and uses either "RT" (retainage payment, user will indicate the amount of funds previously retained from payments to be remitted to the vendor) or "RF" (retainage final payment, user wants the system to calculate the balance of retained amounts not previously remitted to the vendor from the total amount retained on this contract) as the PYMT TYPE.
2. Accesses the KILN screen to record invoice line data, if desired.
3. Accesses KINV and enters status "AIN" in the STATUS CODE field to and press ENTER/RETURN set the payment up for approval.

NOTE: It is not necessary to access the KPAG screen to code the accounting lines as the system will automatically code these type payments to the balance sheet account in the payment interface.

Approver

4. Accesses the PAPI screen to list all transactions pending approval for your user ID and then accesses PAPV to approve/disapprove the

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 311
Procedure Name: Paying the vendor for retainage that has been withheld.	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Approver

individual transactions. If the invoice number of the transaction requiring approval is known, accesses PAPV directly for that document number.

- A. Enters an "A" or "D" in the APPROVE/DISAPPROVE field and press ENTER/RETURN. Comments are optional. If "D" was used disapproval reasons are required.

Payment Unit

5. If approved, accesses KPAS screen to list all transactions which have been approved (status APC) and disapproved (status ADS) and then accesses the KINV record for the approved transactions to change the status to either "PYO"- Payment on-line or "PYB"- Payment batch (if deferred compensation is included in the payment). If the invoice number of the transaction which has been approved and ready to pay is known, accesses the invoice on KINV directly. If disapproved, investigate disapproval.

NOTE: Steps 4 and 5 above reflect one method in which approvals and changing the status to send the transaction to accounting can be handled. Another option is to require the approver to access KINV to change the status to "PYO" or "PYB" after approving the transaction on PAPV. Using this method, the approver would be set up in the system with the ability to change the status to "PYO" and "PYB" and the payment clerk would not be allowed to enter either of these two statuses. The payment clerk could continue to use the KPAS screen to obtain a list of disapproved transactions (status ADS) which may require some type of correction.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 312
Procedure Name: Recoupment of Contract Funds for Overpayment	Date Issued: 02/96
	Revision: Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to provide the user with the ability to recoup contract funds when necessary in order to reduce payments to a vendor and record the activity to the contract. The transactions for the recoupment are sent to the financial system and set up as a credit, therefore, the recoupment will be applied to the next payment to the vendor regardless of whether or not the next payment is from CFMS. If the user wants the recoupment taken against a contract payment transaction, an invoice for a CFMS payment should be processed immediately following the recoupment invoice.

Responsibility

Action

Payment Unit

1. Determines if it is necessary to recoup funds from a vendor due to an overpayment.
2. Accesses the KINV screen.
 - A. Enters all required fields as well as any optional fields desired.
 - 1) Enters the amount to be recouped in the PAYMENT AMOUNT field and uses "CM" as the PYMT TYPE and press ENTER/RETURN.

NOTE: DO NOT use the recoupment amount field on KINV as this applies to advance recoupments only.
3. Change the Status Code to "RDY".
4. Accesses the KILN screen to record invoice line data, if desired.
5. Accesses the KPAG screen to enter the amount of recoupment to be applied to each accounting distribution line, if multiple lines exist. If only one accounting line is associated with the contract, the user should verify that the KPAG information defaulted correctly.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 312
Procedure Name: Recoupment of Contract Funds for Overpayment	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Payment Unit

A. The system will default all line numbers and associated coding from the KACG record with zero in the PAYMENT AMOUNT field(s), if multiple lines exist. Enters the appropriate amount of recoupment for each accounting line, leaving the zero on any lines which do not apply to this specific recoupment. If the contract has only one accounting line, the system will default information from KPAG.

6. Accesses the KINV screen and enters status "AIN" in the Status Code field and press ENTER/RETURN to set the recoupment up for approval.

Approver

7. Accesses the PAPI screen to list all transactions pending approval for your user ID and then accesses PAPV to approve/disapprove the individual transactions. If the invoice number of the transaction requiring approval is known, accesses PAPV directly for that document number.

A. Enters an "A" or "D" in the APPROVE/DISAPPROVE field and press ENTER/RETURN. Comments are optional. If a "D" was used disapproval reasons are required.

Payment Unit

8. Accesses KPAS screen to list all transactions which have been approved (status APC) and disapproved (status ADS) and then access the KINV record for the approved transactions to change the status to either "PYO" - Payment On-Line. If the invoice number of the transaction which has been approved and ready to pay is known, accesses the invoice on KINV directly.

NOTE: Steps 7 and 8 reflect one method in which approvals and changing the status to send the transaction to accounting can be handled. Another option is to require the approver to access KINV to change the status to "PYO" after approving the transaction on PAPV. Using this method, the approver would be set up in the system with the ability to change the status to "PYO" and the

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 312
Procedure Name: Recoupment of Contract Funds for Overpayment	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Payment Unit

payment clerk would not be allowed to enter either of these two statuses. The payment clerk could continue to use the KPAS screen to obtain a list of disapproved transactions (status ADS) which may require some type of correction.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 313
Procedure Name: Manual Recoupment of an Advances (Automatic Recoupment Scheduling feature is not being used)	Date Issued: 02/96
	Revision: Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to provide the user with the ability set up recoupments on an as need basis rather than using the automatic recoupment scheduling feature of the system. All advances must be issued using the balance sheet account which was set up on the AACG screen, therefore, the system will automatically code advances and recoupments to this account. When advances are issued, the amounts will not effect the contract encumbered amount but the system does use these amounts to calculate available contract balance. When recoupment of advances are processed, the amount will effect the contract encumbered amount.

Responsibility

Action

Payment Unit

1. Determines how the recoupment of the advance will be handled and accesses the KEN2 screen to enter the appropriate code.
2. If the recoupment amount will be handled manually (entered at the time of invoice/payment), enter a "M" in the RECOUPMENT BILLING BASIS field to indicate manual handling of the recoupment.
 - A. Accesses the KOF3 screen and enters the amount by fiscal year which is to be advanced in the NTE ADVANCE AMT field. Recoupment collected can not be more than advanced amount.
3. Accesses KINV to input vendor invoice information.
 - A. Enters recoupment transaction using "RP" as the PYMT TYPE.
 - B. Enters an INV AMT for the gross amount of invoice.
 - C. Enters the amount to be recouped in the RECOUPMENT AMT field. This amount will be deducted from the INV AMT, thereby reducing the amount paid to the vendor. Then press ENTER.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 313
Procedure Name: Manual Recoupment of an Advances (Automatic Recoupment Scheduling feature is not being used)	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Payment Unit

D. Accesses the KILN screen to record invoice line data, if desired.

4. Accesses the KPAG screen to enter the amount of payment to be applied to each accounting distribution line. Cannot verify until payment interface is processed.

A. The system will default all line numbers and associated coding from the KACG record with zero amounts in the PAYMENT AMOUNT field, if multiple lines exist. Enters the appropriate gross amount of the invoice for each accounting line, leaving the zero amount for any lines which do not apply to this specific payment.

B. For the recoupment portion of the invoice, the interface program will default the line number and associated coding from the AACG record with the amount of recoupment entered on KINV in the PAYMENT AMOUNT field.

5. Accesses the KINV screen and enters status "AIN" in the STATUS CODE field and press ENTER/RETURN to set the payment up for approval.

Approver

6. Accesses the PAPI screen to list all transactions pending approval for your user ID and then accesses PAPV to approve/disapprove the individual transactions. If the invoice number of the transaction requiring approval is known, accesses PAPV directly for that document number.

A. Enters an "A" or "D" in the APPROVE/DISAPPROVE field and press ENTER/RETURN. Comments are optional. If "D" was used disapproval reasons are required.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 313
Procedure Name: Manual Recoupment of an Advances (Automatic Recoupment Scheduling feature is not being used)	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Payment Unit

7. Accesses KPAS screen to list all transactions which have been approved (status APC) and disapproved (status ADS) and then access the KINV record for the approved transactions to change the status to either "PYO"- Payment On-line or "PYB"- Payment Batch. If the invoice number of the transaction which has been approved and ready to pay is known, accesses the invoice on KINV directly.

- A. Verify the recoupment amount.

NOTE: Steps 6 and 7 above reflect one method in which approvals and changing the status to send the transaction to accounting can be handled. Another option is to require the approver to access KINV to change the status to "PYO" or "PYB" after approving the transaction on PAPV. Using this method, the approver would be set up in the system with the ability to change the status to "PYO" and "PYB" and the payment clerk would not be allowed to enter either of these two statuses. The payment clerk could continue to use the KPAS screen to obtain a list of disapproved transactions (status ADS) which may require some type of correction.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 314
Procedure Name: Percentage Recoupment of Advances (Automatic Recoupment Scheduling feature is not being used)	Date Issued: 02/96
	Revision: Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to provide the user with the ability set up recoupments on a percentage basis rather than using the automatic recoupment scheduling feature of the system or manually entering the amount on an as needed basis. All advances must be issued using the balance sheet account which was set up on the AACG screen, therefore, the system will automatically code advances and recoupments to this account. When advances are issued, the amounts will not effect the contract encumbered amount but the system does use these amounts to calculate available contract balance. The recoupment collected will effect the contract encumbered amount.

Responsibility

Action

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|--------------|--|
| Payment Unit | <ol style="list-style-type: none"> 1. Determines how the recoupment of the advance will be handled and accesses the KEN2 screen to enter the appropriate code. <ol style="list-style-type: none"> A. If a fixed percentage is to be recouped each month, enters a "P" in the RECOUPMENT BILLING BASIS field to indicate percentage scheduling of the recoupment. B. Enters the percent which is to be recouped from each payment in the PERCENT field and press ENTER. 2. Accesses the KOF3 screen and enters the amount by fiscal year which is to be recouped in the NTE ADVANCE AMOUNT field, with CHANGE in the function line press ENTER. 3. Accesses the KINV screen to process an invoice for payment (gross amount of invoice) each month and the system will automatically calculate the amount to be recouped based on the percentage specified on KEN2 (up to the not to exceed amount on KOF3) from the invoiced amount. 4. Accesses the KILN screen to record invoice line data, if desired. |
|--------------|--|

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 314
Procedure Name: Percentage Recoupment of Advances (Automatic Recoupment Scheduling feature is not being used)	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

- | | |
|--------------|---|
| Payment Unit | <p>5. Accesses the KPAG screen to enter the amount of payment to be applied to each accounting distribution.</p> <p style="margin-left: 40px;">A. For the payment portion of the invoice, the system will default all line numbers and associated coding from the KACG record with zero amounts in the PAYMENT AMOUNT field. Enters the appropriate gross amount of the invoice for each accounting line, leaving the zero amount for any lines which do not apply to this specific payment.</p> <p style="margin-left: 40px;">B. When the record is sent to interface with the accounting system, the system will build the line number and associated coding from the AACG record with the calculated amount of recoupment KINV in the PAYMENT AMOUNT field. Verifies the amount of recoupment. If the recoupment amount is incorrect, the KINV screen must be canceled as changes to this amount are not allowed on this screen.</p> <p>6. Accesses the KINV screen and enters status "AIN" in the STATUS CODE field and press ENTER to set the payment up for approval.</p> |
| Approver | <p>7. Accesses the PAPI screen to list all transactions pending approval for your user ID and then accesses PAPV to approve/disapprove the individual transactions. If the invoice number of the transaction requiring approval is known, accesses PAPV directly for that document number.</p> <p style="margin-left: 40px;">A. Enters an "A" or "D" in the APPROVE/DISAPPROVE field and press ENTER/RETURN. Comments are optional. If a code of "D" was entered disapproval reasons are required.</p> |

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 315
Procedure Name: Scheduling Automatic Advance Recoupments	Date Issued: 02/96
	Revision: Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to provide the user with the ability to set up an advance recoupment schedule. The system will automatically generate a recoupment in the month specified for the amount set up on the schedule and if the payment being processed is not sufficient to process the full amount of the recoupment, the system will automatically reschedule the remaining balance. All advances must be issued using the balance sheet account which was set up on the AACG screen, therefore, the system will automatically code advances and recoupments to this account. When advances are issued and recoupments of the advances are processed, the amounts will not effect the contract encumbered amount but the system does use these amounts to calculate available contract balance.

Responsibility

Action

Payment Unit

1. Determines how the recoupment of the advance will be handled and accesses the KEN2 screen to enter the appropriate code.
 - A. If a fixed amount is to be recouped in a specified fiscal month(s), enter a "S" in the RECOUPMENT BILLING BASIS field to indicate automatic scheduling of the recoupment and press ENTER.
2. Accesses the KOF3 screen and enters the amount by fiscal year which is to be recouped in the NTE ADVANCE AMOUNT field. Type CHANGE in the Function Line.
3. Accesses the KSC2 screen and enters the amount to be recouped in the RECOUPMENT AMOUNT field(s) by fiscal month and press ENTER.
4. Accesses the KINV screen to enter an invoice for payment (gross amount of invoice) in the month recoupment is scheduled and the system will automatically recoup the scheduled amount. The system will use the ACCT PERIOD field, if it is used, to determine which KSC2 amount to use. If this field is not completed the system will translate the SCHD PAY DATE to the fiscal month format to determine which month amount to pull from KSC2.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 315
Procedure Name: Scheduling Automatic Advance Recoupments	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Payment Unit

- A. If the invoice amount is less than the scheduled recoupment amount which defaulted to KINV, the system will recoup the invoice amount and set the balance up to recoup against the next payment.
 - B. Accesses the KILN screen to record invoice line data, if desired.
5. Accesses the KPAG screen to enter the invoice amount to be applied to each accounting distribution line.
 - A. For the payment portion of the invoice, the system will default all line numbers and associated coding from the KACG record with zero amounts in the PAYMENT AMOUNT field. Enters the appropriate gross amount of the invoice for each accounting line, leaving the zero amount for any lines which do not apply to this specific payment.
 - B. For the recoupment portion of the invoice, the system will default the line number and associated coding from the AACG record with the amount of recoupment from KINV in the PAYMENT AMOUNT field once the KINV record interfaces with the accounting system. Verifies the amount of recoupment. If the recoupment amount is incorrect, the KINV must be canceled and re-entered.
 6. Accesses the KINV screen and enters status "AIN" in the STATUS CODE field and press ENTER to set the payment up for approval.
 7. Accesses the PAPI screen to list all transactions pending approval for your user ID and then accesses PAPV to approve/disapprove the individual transactions. If the invoice number of the transaction requiring approval is known, accesses PAPV directly for that document number.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 315
Procedure Name: Scheduling Automatic Advance Recoupments	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Approver

- A. Enters an "A" or "D" in the APPROVE/DISAPPROVE field and press ENTER/RETURN. Comments are optional. If "D" was used disapproval reasons are required.

Payment Unit

8. Accesses KPAS screen to list all transactions which have been approved (status APC) and disapproved (status ADS) and then access the KINV record for the approved transactions to change the status to either "PYO"- Payment On-line or "PYB"- Payment Batch. If the invoice number of the transaction which has been approved and ready to pay is known, accesses the invoice on KINV directly.

NOTE: Steps 7 and 8 reflect one method in which approvals and changing the status to send the transaction to accounting can be handled. Another option is to require the approver to access KINV to change the status to "PYO" or "PYB" after approving the transaction on PAPV. Using this method, the approver would be set up in the system with the ability to change the status to "PYO" and "PYB" and the payment clerk would not be allowed to enter either of these two statuses. The payment clerk could continue to use the KPAS screen to obtain a list of disapproved transactions (status ADS) which may require some type of correction.

9. If the advance is not fully recouped by the end of the fiscal year and the contract crosses fiscal years or is a multi-year contract, the balance of the advance will be rolled into the next year if the roll indicator is set to "A" or "Y" on the KENT screen.

Payment Unit

10. If the contract crosses fiscal years or is a multi-year contract and the roll indicator is set to "N", the balance to be recouped in the next fiscal year will need to be manually entered and the previous fiscal year amounts reduced.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 315
Procedure Name: Scheduling Automatic Advance Recoupments	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Payment Unit

- A. Accesses the KOF3 screen and changes (decreases) the amount in the NTE ADVANCE AMT field of the fiscal year that closed to the amount which was actually recouped for that fiscal year and press ENTER.
 - B. After changing the previous fiscal year's amount, changes (increases) the current fiscal year's amount to include the balance to be recouped.
 - C. Accesses the KSC2 screen for the fiscal year which closed and changes (decreases) the amount in the RECOUPMENT AMOUNT field(s) to the amount which was actually recouped and press ENTER.
 - D. After changing the previous fiscal year's amount on KSC2, accesses the current fiscal year on KSC2 and changes (increases) the current fiscal year's amount to include the balance to be recouped or adds this amount if no recoupment record already exists on KSC2.
11. If the advance is not fully recouped by the end of the fiscal year and the contract is ended, follows internal agency procedures to recover the advance.
- A. Once the funds are recovered and classified against the balance sheet account, (refund or recoupment from current year payments to the vendor), users have the option of posting the transaction to CFMS using the KAMD screen and entering the amount with a CHANGE TYPE CODE of ADJ and a SEND TO ACCOUNTING indicator of "N". This will record the activity against the closed contract without trying to pass the transaction to the accounting system.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 316
Procedure Name: Manual Withholding and Paying Deferred Compensation	Date Issued: 02/96
	Revision: Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to provide the user with the ability to enter the amount of deferred compensation on an as needed basis rather than using the automatic scheduling feature of the system.

Responsibility

Action

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| Payment Unit | <ol style="list-style-type: none"> 1. Determines how deferred compensation will be handled and accesses the KEN2 screen to enter the appropriate code. <ol style="list-style-type: none"> A. If the deferred compensation amount will be handled manually (entered at the time of invoice/payment), enters a "M" in the DEFERRED COMP BILLING BASIS field to indicate manual handling of deferred compensation and press ENTER. 2. Accesses the KOF3 screen and enters the amount by fiscal year which is to be deferred in the NTE DEFRD COMP AMOUNT field and press ENTER. 3. Enters the deferred compensation amount on the KINV screen using "RP" as the PYMT TYPE and enters the payment (invoice) from which the funds will be withheld. <ol style="list-style-type: none"> A. Enters the amount to be deferred in the DEFRD COMP AMT field. 4. Accesses the KPAG screen to enter the amount of payment to be applied to each accounting distribution line, if multiple lines exist. <ol style="list-style-type: none"> A. The system will default all line numbers and associated coding from the KACG record with zero amounts in the PAYMENT AMOUNT field, if multiple lines exist. Enters the appropriate amount for each accounting line, leaving the zero amount for any lines which do not apply to this specific payment. |
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ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 316
Procedure Name: Manual Withholding and Paying Deferred Compensation	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Payment Unit

B. For the deferred compensation portion of the invoice, the batch interface program will build the deferred compensation accounting distribution based on the AACG DC balance sheet record with the amount of deferred compensation entered on the KINV record in the DEFRD COMP AMT field.

5. Accesses the KINV screen and enters status "AIN" in the STATUS CODE field and press ENTER to set the payment up for approval.

Approver

6. Accesses the PAPI screen to list all transactions pending approval for your user ID and then accesses PAPV to approve/disapprove the individual transactions. If the invoice number of the transaction requiring approval is known, accesses PAPV directly for that document number.

A. Enters an "A" or "D" in the APPROVE/DISAPPROVE field and press ENTER. Comments are optional. If a "D" was used disapproval reasons are required.

Payment Unit

7. Accesses KPAS screen to list all transactions which have been approved (status APC) and disapproved (status ADS) and then access the KINV record for the approved transactions to change the status to "PYB"- Payment batch. If the invoice number of the transaction which has been approved and ready to pay is known, accesses the invoice on KINV directly.

NOTE: Steps 6 and 7 above reflect one method in which approvals and changing the status to send the transaction to accounting can be handled. Another option is to require the approver to access KINV to change the status to "PYB" after approving the transaction on PAPV.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 316
Procedure Name: Manual Withholding and Paying Deferred Compensation	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Payment Unit

Using this method, the approver would be set up in the system with the ability to change the status to "PYB" and the payment clerk would not be allowed to enter either of these two statuses. The payment clerk could continue to use the KPAS screen to obtain a list of disapproved transactions (status ADS) which may require some type of correction.

8. If the amount expected to be paid to the deferred compensation vendor has not been paid by the end of the fiscal year and the contract crosses fiscal years or is a multi-year contract, the balance to be deferred can be rolled manually into the next year.
 - A. Accesses the KOF3 screen and changes (decreases) the amount in the NTE DEFRD COMP AMOUNT field of the fiscal year that closed to the amount which was actually paid to the deferred compensation vendor for that fiscal year.
 - B. After changing the previous fiscal year's amount, changes (increases) the current fiscal year's amount to include the balance to be paid to the deferred compensation vendor.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 317
Procedure Name: Withholding and Paying Deferred Compensation to Contract Vendors in CFMS using Automatic Scheduling	Date Issued: 02/96
	Revision: Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to outline the steps required to reduce the amount of a contract payment to a vendor and pay this amount to a deferred compensation vendor when terms of the contract specify this action. The system will automatically reduce the amount of the contract encumbrance in the financial system by the amount being paid to the deferred compensation. The user must use the "PYB" (Payment Batch) Status Code, to process any deferred compensation payments.

Responsibility

Action

- | | |
|--------------|--|
| Payment Unit | <ol style="list-style-type: none"> 1. In accordance with the terms of the contract, determines it is necessary to withhold funds from contract payments made to a vendor and pay these funds to a deferred compensation vendor.
 2. Determines how the deferred compensation will be handled and accesses KEN2 screen to enter the appropriate code. <ol style="list-style-type: none"> A. If a fixed amount is to be deferred in a specific month(s), enters a "S" in the DEFERRED COMP BILLING BASIS field and press ENTER.
 4. Accesses the KOF3 screen and enters the amount by fiscal year which is to be deferred in the NTE DEFRD COMP AMOUNT field.
 5. Accesses the KSC2 screen and enters the amount to be deferred in the field(s) of the month(s) in which the deferred compensation is to occur. |
|--------------|--|

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 317
Procedure Name: Withholding and Paying Deferred Compensation to Contract Vendors in CFMS using Automatic Scheduling	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Payment Unit

6. Accesses the KINV screen to enter an invoice for payment (gross amount of invoice) in the month deferred compensation is scheduled and the system will automatically defer the scheduled amount.

NOTE: The ACCT PERIOD field is used to determine which fiscal month the deferred compensation amount is pulled from on KSC2. If nothing is entered in this field the system will use the month and year of the SCHD PAY DATE to calculate the fiscal month.

- A. If the payment amount entered on KINV is less than the scheduled deferred amount which defaulted to KINV, the system will display an error message unless the deferred compensation is changed by the user to be less than the payment amount.
 - B. If the deferred compensation amount is changed on KINV, accesses the KSC2 screen and changes (increases/decreases) the amount in the DEFERRED COMP AMT field to the amount which was actually deferred.
7. Accesses the KILN screen to record invoice line data, if desired.
8. Accesses the KPAG screen to enter the amount of payment to be applied to each accounting distribution line, if multiple lines exist.
 - A. The system will default all line numbers and associated coding from the KACG record with zero amounts in the PAYMENT AMOUNT field, if multiple accounting lines exist. Enters the appropriate gross amount of the invoice for each accounting line, leaving the zero amount for any lines which do not apply to this specific payment.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 317
Procedure Name: Withholding and Paying Deferred Compensation to Contract Vendors in CFMS using Automatic Scheduling	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Payment Unit

B. For the deferred compensation, the batch interface program will build the deferred compensation accounting distribution based on the AACG DC balance sheet record.

9. Accesses the KINV screen and enters status "AIN" in the STATUS CODE field and press ENTER to set the payment up for approval.

Approver

10. Accesses the PAPI screen to list all transactions pending approval for your user ID and then accesses PAPV to approve/disapprove the individual transactions. If the invoice number of the transaction requiring approval is known, accesses PAPV directly for that document number.

A. Enters an "A" or "D" in the APPROVE/DISAPPROVE field and press ENTER. Comments are optional. If "D" was used disapproval reasons are required.

Payment Unit

11. Accesses KPAS screen to list all transactions which have been approved (status APC) and disapproved (status ADS) and then access the KINV record for the approved transactions to change the status to "PYB"- Payment Batch. If the invoice number of the transaction which has been approved and ready to pay is known, accesses the invoice on KINV directly.

NOTE: Steps 10 and 11 reflect one method in which approvals and changing the status to send the transaction to accounting can be handled. Another option is to require the approver to access KINV to change the status to "PYB" after approving the transaction on PAPV. Using this method, the approver would be set up in the system with the ability to change the status to "PYB" and the payment clerk would not be allowed to enter either of these two statuses. The payment clerk could continue to use the KPAS screen

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 317
Procedure Name: Withholding and Paying Deferred Compensation to Contract Vendors in CFMS using Automatic Scheduling	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Payment Unit

to obtain a list of disapproved transactions (status ADS) which may require some type of correction.

12. If the expected amount of deferred compensation has not been deferred by the end of the fiscal year and the contract crosses fiscal years or is a multi-year contract, the balance to be deferred will not be rolled into the next year and the user must manually enter this data.
 - A. Accesses the KOF3 screen and changes (decreases) the amount in the NTE DEFRD COMP AMOUNT field of the fiscal year that closed to the amount which was actually deferred for that fiscal year.
 - B. After changing the previous fiscal year's amount, changes (increases) the current fiscal year's amount to include the balance to be deferred.
 - C. Accesses the KSC2 screen for the fiscal year which closed and changes (decreases) the amount in the DEFERRED COMP AMT field(s) to the amount which was actually deferred.
 - D. After changing the previous fiscal year's amount on KSC2, accesses the current fiscal year on KSC2 and changes (increases) the current fiscal year's amount to include the balance to be deferred or adds this amount if no deferred comp record already exists on KSC2.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 318
Procedure Name: Percentage Method for Withholding and Paying Deferred Compensation	Date Issued: 02/96
	Revision: Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to outline the steps required to reduce the amount of a contract payment to a vendor and pay this amount to a deferred compensation vendor when terms of the contract specify this action. The system will automatically reduce the amount of the contract encumbrance in the financial system by the amount being paid to the deferred compensation vendor. The KINV must be processed to accounting using STATUS CODE "PYB" - Payment Batch when deferred compensation is being taken.

Responsibility

Action

- | | |
|--------------|--|
| Payment Unit | <ol style="list-style-type: none"> 1. Determines how deferred compensation will be handled and accesses the KEN2 screen to enter the appropriate code. <ol style="list-style-type: none"> A. If a fixed percentage is to be deferred each month, enters a "P" in the DEFERRED COMP BILLING BASIS field to indicate percentage of deferred compensation. B. Enters the percent which is to be deferred from each payment in the PERCENT field and press ENTER. 2. Accesses the KOF3 screen and enters the total amount by fiscal year to be deferred in the NTE DEFRD COMP AMOUNT field. 3. Processes a payment and the system will automatically withhold the percentage specified on KEN2 (up to the not to exceed amount on KOF3) from the invoiced amount and generate a payment to the deferred comp vendor for this amount. 4. Accesses the KPAG screen to enter the amount of payment to be applied to each accounting distribution line, if multiple lines exist. <ol style="list-style-type: none"> A. The system will default all line numbers and associated coding from the KACG record with zero amounts in the PAYMENT AMOUNT field, if multiple lines exist. Enters |
|--------------|--|

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 318
Procedure Name: Percentage Method for Withholding and Paying Deferred Compensation	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Payment Unit

the appropriate amount for each accounting line, leaving the zero amount for any lines which do not apply to this specific payment.

B. For the deferred compensation, the batch interface program will build the deferred compensation accounting distribution based on the AACG deferred compensation balance sheet record with the calculated amount of deferred compensation entered on KINV in the PAYMENT AMOUNT field.

5. Accesses the KINV screen and enters status "AIN" in the STATUS CODE field and press ENTER to set the payment up for approval.

Approver

6. Accesses the PAPI screen to list all transactions pending approval for your user ID and then accesses PAPV to approve/disapprove the individual transactions. If the invoice number of the transaction requiring approval is known, accesses PAPV directly for that document number.

A. Enters an "A" or "D" in the APPROVE/DISAPPROVE field and press ENTER. Comments are optional. If a "D" was used disapproval reasons are required.

Payment Unit

7. Accesses KPAS screen to list all transactions which have been approved (status APC) and disapproved (status ADS) and then access the KINV record for the approved transactions to change the status to "PYB"- Payment Batch. If the invoice number of the transaction which has been approved and ready to pay is known, accesses the invoice on KINV directly.

NOTE: Steps 6 and 7 above reflect one method in which approvals and changing the status to send the transaction to accounting can be handled. Another option is to require the approver to access KINV to change the status to "PYB" after approving the transaction on

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 318
Procedure Name: Percentage Method for Withholding and Paying Deferred Compensation	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Payment Unit

PAPV. Using this method, the approver would be set up in the system with the ability to change the status "PYB" and the payment clerk would not be allowed to enter either of these two statuses. The payment clerk could continue to use the KPAS screen to obtain a list of disapproved transactions (status ADS) which may require some type of correction.

8. If the amount expected to be deferred has not been by the end of the fiscal year and the contract crosses fiscal years or is a multi-year contract, the balance to be deferred be rolled into the next year and the user must manually enter this data.
 - A. Accesses the KOF3 screen and changes (decreases) the amount in the NTE DEFRD COMP AMOUNT field of the fiscal year that closed to the amount which was actually paid to the deferred compensation vendor for that fiscal year.
 - B. After changing the previous fiscal year's amount, changes (increases) the current fiscal year's amount to include the balance to be paid to the deferred compensation vendor.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 319
Procedure Name: Processing Refund Checks for Repayment of Advances	Date Issued: 02/96
	Revision: Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to outline the steps which are required to accurately record the repayment of a contract advance with a refund check. Refer to recoupment procedures for advances repaid in that manner. All advances must be issued using the balance sheet account which was set up on the AACG screen, therefore, all refunds for advances must be classified against this same account. When advances are issued, the amounts will not effect the contract encumbered amount but the system does use these amounts as well as refund amount to calculate available contract balance.

Responsibility	Action
Deposit Unit	<ol style="list-style-type: none"> 1. Receives a refund check from a vendor which relates to a contract advance payment and processes in accordance with standard agency deposit and classification procedures. <ol style="list-style-type: none"> A. Classifies the refund against the advance balance sheet account.
Payment Unit	<ol style="list-style-type: none"> 2. Receives notification of the refund check and accesses CFMS to record the refund. Refund checks for advances <u>will not</u> be entered as adjustments on the KAMD screen but will be recorded on the KCUP screen. 3. Accesses the KCUP screen of the contract and fiscal year that the advance applies to. <ol style="list-style-type: none"> A. Enters the refund check number in the CONTRACTOR PAYMENT CHECK NUMBER field. B. Enters the date the check was deposited into the DATE DEPOSITED field. C. Enters the amount of the refund into the AMOUNT field.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 319
Procedure Name: Processing Refund Checks for Repayment of Advances	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Payment Unit

NOTE 1: Since the encumbrance is not affected when an advance is issued, no adjustment to the contract encumbrance is necessary when a refund check is received.

NOTE 2: Once the refund has been entered, the system will automatically update the amount of advance collected by increasing the amount in the RECOUPMENT AMOUNT COLLECTED field on the KOF3 and KOF4 screen. The system will also display the value on the KSC2 screen if applicable. The available contract balance will be accurate as the recoupment amount collected is used in the calculation of available balance.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 320
Procedure Name: Processing Inter-agency Fund Transfers	Date Issued: 02/97
	Revision: Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to outline the payment setup steps which are required to accurately process a fund transfer in CFMS. Refer to Procedure 301 on processing manual payments, if necessary. In CFMS, the seller agency is the vendor and the buyer agency is the contracting agency.

Responsibility	Action
Seller Agency	1. Establish a vendor number in the AGPS/CFMS vendor file. An existing location code can be added if desired. The vendor number status must be active (status = 1), in order to process payments.
	2. Send a memo to State Purchasing requesting that the "Pay to Agency" field be identified on the VEND table. The memo should include the vendor number and a valid agency number.
	3. Identify and establish a seller revenue account on AACG for the "Pay to Agency" identified on VEND.
	<div style="margin-left: 40px;">A. The following AACG fields must be identified: agency number, account type, fiscal year, fund, org, appropriation unit, and revenue source.</div> <div style="margin-left: 40px;">B. The AACG account type must equal "D".</div>
State Purchasing	4. Add the "Pay to Agency" requested by the agency. Notify the requesting agency after the add is complete.
Contract Unit of Buyer Agency	5. Enter the vendor number identified as the as the inter-agency vendor on KENT. Process the contract as usual.
Payment Unit of Buyer Agency	6. Enter and process the payment to GFS as usual. Refer to Procedure 301, if necessary.

NOTE: The contract must be encumbered and approved in order to process payments.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 321
Procedure Name: Reducing the Retainage Held Amount.	Date Issued: 03/00
	Revision: Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to outline the steps required to reduce the retainage held amount. All retainage must be withheld using the balance sheet account which was set up on the AACG screen, therefore, the system will automatically code retainage reductions to this account. When retainage is withheld, the amount will reduce the contract encumbered amount (credit the retainage balance sheet and debit the agencies expense account and contract header) and will also be used to calculate the contract available balance. When retainage is reduced, the amount will increase the contract encumbered amount, decrease payments processed, decrease retainage held amount, decrease retainage available balance (debit the retainage balance sheet and credit the agencies expense account and contract header), and will also be used to calculate the contract available balance. The system will edit that the retainage amount being reduced is not more than what has been withheld.

Responsibility

Action

- | | |
|--------------|--|
| Payment Unit | <ol style="list-style-type: none"> 1. Accesses the KINV screen and enters all required fields and any desired optional field(s). <ol style="list-style-type: none"> A. Enters the amount of retainage to be reduced in the INV AMT field and uses "RE" (retainage reduction, user will indicate the amount of funds previously retained from payments to be reduced) as the PYMT TYPE. 2. Accesses the KILN screen to record invoice line data, if desired. 3. Accesses the KINV and enters status "RDY" in the STATUS CODE field and press ENTER/RETURN. 4. Accesses the KPAG screen to enter the amount of payment to be applied to each accounting distribution line. <ol style="list-style-type: none"> A. The system will default all line numbers and associated coding from the KACG record with zero amounts in the PAYMENT AMOUNT field, if multiple accounting distributions exist. Enters the appropriate gross amount of the |
|--------------|--|

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 321
Procedure Name: Reducing the Retainage Held Amount.	Date Issued: 03/00
	Revision: Date:

Responsibility

Action

invoice for each accounting lines, leaving the zero amount for any lines which do not apply to this specific payment.

B. For the retainage, the interface program will build the retainage accounting distribution based on the AACG RT balance sheet account record with the calculated amount of retainage entered on KINV in the PAYMENT AMOUNT field.

5. Accesses KINV and enters status "AIN" in the STATUS CODE field and press ENTER/RETURN to set the payment up for approval.

Approver

6. Accesses the PAPI screen to list all transactions pending approval for your user ID and then accesses PAPV to approve/disapprove the individual transactions. If the invoice number of the transaction requiring approval is known, accesses PAPV directly for that document number.

A. Enters an "A" or "D" in the APPROVE/DISAPPROVE field and press ENTER/RETURN. Comments are optional. If "D" was used disapproval reasons are required.

Payment Unit

7. If approved, accesses KPAS screen to list all transactions which have been approved (status APC) and disapproved (status ADS) and then accesses the KINV record for the approved transactions to change the status to "PYO - payment on-line." If the invoice number of the transaction which has been approved and ready to pay is known, accesses the invoice on KINV directly. If disapproved, investigate disapproval.

NOTE: Steps 5 and 6 above reflect one method in which approvals and changing the status to send the transaction to accounting can be handled. Another option is to require the approver to access KINV to change the status to "PYO" after approving the transaction on PAPV.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 321
Procedure Name: Reducing the Retainage Held Amount.	Date Issued: 03/00
	Revision: Date:

Responsibility

Action

Using this method, the approver would be set up in the system with the ability to change the status to "PYO" and the payment clerk would not be allowed to enter either of these two statuses. The payment clerk could continue to use the KPAS screen to obtain a list of disapproved transactions (status ADS) which may require some type of correction.

CANCELING PAYMENTS

Section 400

ISIS

Manual Name: CFMS Procedures	Section: 400 Procedure: 401
Procedure Name: Canceling a Payable	Date Issued: 02/96
	Revision: Date: 01/97

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to provide the ability for the user to cancel a **payable** to prevent issuance of the contract payment.

Responsibility

Action

1. Determines the contract and invoice number of the payment to be canceled and accesses the KINV for that record.
 - A. If the Status Code is "PYS" and the scheduled pay date has not arrived change the Status Code to "CXP" (cancel payment on-line).
 - B. If the Status Code is "PYF", "RDY", or "APC" change the Status Code to "CXM" and press ENTER.

If the scheduled pay date has past and a check number is displayed on the KINV screen, follow the appropriate procedures for canceling a check.

ISIS

Manual Name: CFMS Procedures	Section: 400 Procedure: 402
Procedure Name: Cancellation of a Check Which Included a Contract Payment on an Active Contract	Date Issued: 01/96
	Revision: Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to outline the steps required to record the cancellation of a payment in CFMS for an active contract and update the contract balance to reflect this activity.

Responsibility

Action

Payment Unit

1. Receives notification that a check which relates to a contract payment has been canceled.

NOTE: The accounting system's cancellation type 1 automatically issues a replacement check, therefore, type 1 cancellations should not be entered in CFMS as adjustments.

2. Accesses CFMS to record the cancellation as an adjustment.
 - A. Accesses KINV and verifies check number and amount. Changes the status code from "PYS" to "CCK" and press ENTER.
 - B. Access KAMD and creates an accounting change record for the required contract.
 - C. Enters a Contract Amendment Title which identifies the invoice number, check date and check number to be canceled. Additional text may be entered on the KCTX after the add process is complete.
 - D. When adjusting a prior or current fiscal year on an active contract, enters the current year in the Cont Amd Fiscal Yr field.

NOTE: If the prior year is closed, the adjustment must be entered in the current year if the funds are to be re-encumbered.

ISIS

Manual Name: CFMS Procedures	Section: 400 Procedure: 402
Procedure Name: Cancellation of a Check Which Included a Contract Payment on an Active Contract	Date Issued: 01/96
	Revision: Date:

Responsibility

Action

Payment Unit

- E. Enters a Change Type Code of "ADJ", and enters the amount of the cancellation as a positive number. This will add the amount of the cancellation back to the contract balance.
- F. The system will default "Y" as the Send to Accounting indicator in order to re-encumber the amount of the cancellation. This will allow payments to be processed against these funds.
- 3. Accesses KOFY, if the cancellation applies to a prior fiscal year and decrease the prior year KOFY Not to Exceed Amount and increase the current year KOFY Not to Exceed Amount for the amount of the cancellation.
- 4. Accesses KCAC and create an accounting record for the cancellation:
 - A. Enters the system assigned Amendment Number created on KAMD.
 - B. If multiple accounting distributions are involved the user must create a KCAC for the amount of payment for each accounting distribution in order for the cancellation amount to be re-encumbered against the appropriate coding line. (accounting distribution number will pull the coding associated with the line and prevent the user from having to enter all coding).
 - C. Enters the appropriate Change Number. If no changes exist, then this is change "01". If other changes exist, use the next logical number.

ISIS

Manual Name: CFMS Procedures	Section: 400 Procedure: 402
Procedure Name: Cancellation of a Check Which Included a Contract Payment on an Active Contract	Date Issued: 01/96
	Revision: Date:

Responsibility

Action

Payment Unit

- D. Enters an Action Code indicator of "I" (increase) and a P-E/ ENC AMOUNT equal to the cancellation (same amount Payment Unit as on KAMD screen).
 - E. Change the status to a 1 to send to accounting.
5. The canceled check amount is reflected in the adjustment fields on the appropriate KACG accounting distribution(s) and in the proper KOFY fiscal year.

ISIS

Manual Name: CFMS Procedures	Section: 400 Procedure: 403
Procedure Name: Cancellation of a Check Which Included a Contract Payment on an Inactive Contract	Date Issued: 02/96
	Revision: Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to outline the steps required to record the cancellation of a payment in CFMS for an inactive contract and update the contract balance to reflect this activity.

Responsibility

Action

Payment Unit

1. Receives notification that a check which relates to a contract payment has been canceled.

NOTE: The accounting system's cancellation Type 1 automatically issues a replacement check, therefore type 1 cancellations should not be entered in CFMS as an adjustment.

2. Accesses CFMS to record the cancellation as an adjustment.
 - A. Accesses KINV and verifies check number and amount. Changes the STATUS CODE from "PYS" to "CCK" and press ENTER.
 - B. Accesses KAMD and creates an accounting change record for the required contract.
 - C. Enters a Contract Amendment Title which identifies the check date and check number to be canceled. Additional text may be entered on the KCTX after the add process is complete.
 - D. Enters the fiscal year of cancellation.

If adjusting a prior fiscal year on an inactive contract enter the fiscal year of the payment. If adjusting a current year, enter the current fiscal year.

ISIS

Manual Name: CFMS Procedures	Section: 400 Procedure: 403
Procedure Name: Cancellation of a Check Which Included a Contract Payment on an Inactive Contract	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Payment Unit

- E. Enters a Change Type Code of "ADJ", and enters the amount of the cancellation as a positive number. This will add the amount of the cancellation back to the contract balance.
 - F. If an inactive contract is being updated, enters a Send To Accounting indicator of "N". These funds are not available for expenditure on this contract and will not be re-encumbered.
3. Accesses KCAC and create a KCAC record for the cancellation. This step is only done to reflect the return of funds. It does not make these funds available for expenditure.
- A. Enters the system assigned Amendment Number created on KAMD.
 - B. Enters the accounting distribution number(s) that the cancellation should apply to in order for the cancellation amount to be applied against the appropriate coding line. (accounting distribution number(s) will pull the coding associated with the line and prevent the user from having to enter all coding). If a contract had multiple distribution(s), you must create a KCAC for each accounting distribution.
 - C. Enters the appropriate Change Number. If no changes exist, then this is change "01". If other changes exist, use the next logical number.
 - D. Enters an Action Code indicator of "I" (increase) and a P-E/ ENC AMOUNT equal to the cancellation (same amount as on KAMD screen).

ISIS

Manual Name: CFMS Procedures	Section: 400 Procedure: 403
Procedure Name: Cancellation of a Check Which Included a Contract Payment on an Inactive Contract	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Payment Unit

- E. Change the status code to 1 to send to accounting to complete the adjustment process, even though it will not actually go to accounting. Encumbrance is simulated on accounting changes with a SEND TO ACCOUNTING value of "N".

5. Canceled check amount is reflected in the adjustment field on the appropriate KACG accounting distribution and the proper KOFY fiscal year.

CONVERSION PROCEDURES

Section 500

ISIS

Manual Name: CFMS Procedures	Section: 500 Procedure: 501
Procedure Name: Conversion of Multi-Year Contracts and Contracts Which Cross State Fiscal Years which were submitted to the Office of Contractual Review. These contracts should not contain advances or retainage.	Date Issued: 02/96
	Revision: Date: 01/97

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to outline the steps which are required to convert contracts that end after 7-1-95. This procedure is only for contracts which were processed through OCR (contracts over the agency's delegated authority). The KOFC screen should be used to complete the conversion of contracts. This screen will be available until November. Access to this screen should be restricted to one or two users Press ENTER/RETURN. agency. *This is one conversion option, others exists. Call the ISIS HELP DESK for additional options.*

Responsibility

Action

Conversion
Personnel

1. Receives the report that reflects the contracts which were converted from the Office of Contractual Review's system -AM53 and accesses CFMS.
2. The KENT and KDES already exist in CFMS for contracts that were submitted to OCR. The CFMS contract number identified on the report should be used when adding accounting records (KOFY and KACG). Follow the steps below to add the KOFY and KACG records.
 - A. Calculates expenditures for current and prior contract years, if applicable.
 - B. Estimate expenditures for current and future years of the contract, if applicable.
 - C. Access the KOFY screen and enter the fiscal year(s) of the contract along with the appropriate calculated amount for each year.
3. Accesses the KOFC screen to enter year to date expenditures. This transaction will adjust the contract balance to the actual remaining balance for each year and provide limited financial history on the

ISIS

Manual Name: CFMS Procedures	Section: 500 Procedure: 501
Procedure Name: Conversion of Multi-Year Contracts and Contracts Which Cross State Fiscal Years which were submitted to the Office of Contractual Review. These contracts should not contain advances or retainage.	Date Issued: 02/96
	Revision: Date: 01/97

Responsibility

Action

Conversion
Personnel

contract in the new system (CFMS). The amount entered on the KOFY screen will display in the NOT TO EXCEED AMOUNT field.

- A. Enters the net expenditures for the prior and current Fiscal Years in the ADJUSTMENT field..
 - B. Change the status on the KOFC screen to "ENB" and press enter. If the year to be encumbered is not open.
4. Accesses the KACG screen and add a record(s) to be encumbered for the remaining balance of the estimated expenditure amount (KOFY Not To Exceed Amount minus actual expenditures).
- A. Change the status of KACG record to "1".
 - B. If the year is open, access KENT and change the status to "ENO". After encumbrance, the REMAINING-FY field should reflect the fiscal year remaining balance.
 - C. Accesses KOFY to check that the ENCUMBERED field has been adjusted. Also, verifies that the AVAILABLE BALANCE field for the prior fiscal year(s) entered is equal to zero. The available balance for the current year should be the NOT TO EXCEED AMOUNT minus actual current year expenditures.

ISIS

Manual Name: CFMS Procedures	Section: 500 Procedure: 501
Procedure Name: Conversion of Multi-Year Contracts and Contracts Which Cross State Fiscal Years which were submitted to the Office of Contractual Review. These contracts should not contain advances or retainage.	Date Issued: 02/96
	Revision: Date: 01/97

Responsibility

Action

Conversion
Personnel

NOTE: Encumbrance records must be established on the appropriate screens in CFMS for the new fiscal year before any payment can be made. If possible, agencies should wait until all payments for the prior year have been made and then access CFMS and enter both the prior year adjustment transaction and establish the encumbrance records. If the new FY payments must be made before all prior FY payments are completed, the new FY encumbrance records can be set up and payments made against them. However, until the adjustment transaction is entered for the prior year, the contract balance will be incorrect.

ISIS

Manual Name: CFMS Procedures	Section: 500 Procedure: 502
Procedure Name: Conversion of Multi-Year Contracts and Contracts Which Cross State Fiscal Years which were not submitted to the Office of Contractual Review (under the delegated authority). These contracts should not contain advances or retainage.	Date Issued: 02/96
	Revision: Date: 01/97

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to outline the steps which are required to convert contracts that **end after 7-1-95**. This procedure is only for contracts which were not processed through OCR (contracts within the agency's delegated authority). The KOFC screen should be used to complete the accounting conversion of contracts. This screen will be available until November 30th. Access to this screen should be restricted to one or two users Press ENTER/RETURN. agency. *This is one conversion option, others exist. Call the ISIS HELP DESK for additional options.*

Responsibility

Action

Conversion
Personnel

1. Follows procedure ADDING A NEW CONTRACT IN CFMS for adding a contract. Follow the steps below to add the KOFY and KACG records.
 - A. Calculates expenditures for current and prior contract years or the amount that was available for spending, as applicable.
 - B. Estimate encumbrance amount for current and future years of the contract, if applicable.
 - C. Access the KOFY screen and enter the fiscal year(s) of the contract along with the appropriate calculated amount (from A or B) in the Not To Exceed Amount field for each year displayed on KOFY.
2. Accesses the KOFC screen to enter expenditures for each year displayed on the KOFC screen.
 - A. Enters the net expenditures for the prior and current Fiscal Years in the ADJUSTMENT field. For prior years, if the KOFY Not To Exceed amount equals the actual expenditures then adjustment amount should equal the calculated

ISIS

Manual Name: CFMS Procedures	Section: 500 Procedure: 502
Procedure Name: Conversion of Multi-Year Contracts and Contracts Which Cross State Fiscal Years which were not submitted to the Office of Contractual Review (under the delegated authority). These contracts should not contain advances or retainage.	Date Issued: 02/96
	Revision: Date: 01/97

Responsibility

Action

Conversion
Personnel

expenditure (the amount displayed in the KOFY Not To Exceed amount field). For prior years, if the KOFY Not To Exceed amount equals the total amount available then adjustment amount should be less than or equal the KOFY Not To Exceed amount. For the current year, the amount should equal actual expenses incurred during the year.

3. Accesses the KACG screen and add a record(s) to be encumbered for the remaining balance of the estimated expenditure amount (KOFY Not To Exceed Amount minus actual expenditures).
 - A. Change the encumbrance status of KACG record to "1".
4. Access KOFC and process the contract to encumber (ENB), if the year to be encumbered is not open.
5. If the year is open, access KENT and change the status to "ENO". After encumbrance, the REMAINING-FY field should reflect the fiscal year remaining balance.
6. Accesses KOFY to check that the ENCUMBERED field has been adjusted. Also, verifies that the AVAILABLE BALANCE field for the prior fiscal year(s) entered is equal to zero. The available balance for the current year should be the NOT TO EXCEED AMOUNT minus actual current year expenditures.

NOTE: Encumbrance records must be established on the appropriate screens in CFMS for the new fiscal year before any payment can be made. If possible, agencies should wait until all payments for the prior year have been made and then access CFMS and enter both the prior year adjustment

ISIS

Manual Name: CFMS Procedures	Section: 500 Procedure: 502
Procedure Name: Conversion of Multi-Year Contracts and Contracts Which Cross State Fiscal Years which were not submitted to the Office of Contractual Review (under the delegated authority). These contracts should not contain advances or retainage.	Date Issued: 02/96
	Revision: Date: 01/97

Responsibility

Action

Conversion
Personnel

transaction and establish the encumbrance records. If the new FY payments must be made before all prior FY payments are completed, the new FY encumbrance records can be set up and payments made against them.

ISIS

Manual Name: CFMS Procedures	Section: 500 Procedure: 503
Procedure Name: Conversion of Multi-Year Contracts and Contracts Which Cross State Fiscal Years which were not submitted to the Office of Contractual Review (under the delegated authority). These contracts which have advances.	Date Issued: 02/96
	Revision: Date: 02/97

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to outline the steps which are required to convert contracts that **end after 7-1-95**. This procedure is only for contracts which were not processed through OCR (contracts within the agency's delegated authority). The KOFC screen should be used to complete the conversion of contracts. This screen will be available until November 30th. Access to this screen should be restricted to one or two users. Press ENTER/RETURN. agency.

Responsibility

Action

Conversion
Personnel

1. Follows procedure ADDING NEW CONTRACTS for adding a contract. Then follow Procedure 502.

If the advance was issued in a prior (to FY 97). Do not set up any advance/recoupment schedules on KEN2 or not to exceed advance amount on KOF3. Follow step 2. If the advance was issued in the current year skip to step 3.
2. The outstanding advance **cannot** be set up in CFMS if the advance was issued in the prior year.
 - A. Recoupment of the advance can be entered in CFMS using the regular recoupment procedure (CM) rather than the procedure for recoupment of advances. This "CM" (credit memo) feature will work in the same manner as any other credit memo (reduce the check to the vendor, etc.).
 - B. If a refund check for repayment of the advance is received, it can be entered in CFMS using the regular refund procedure rather than the refund for advances procedure. The agency should enter an accounting change - ADJ on KAMD for the amount recouped.

ISIS

Manual Name: CFMS Procedures	Section: 500 Procedure: 503
Procedure Name: Conversion of Multi-Year Contracts and Contracts Which Cross State Fiscal Years which were not submitted to the Office of Contractual Review (under the delegated authority). These contracts which have advances.	Date Issued: 02/96
	Revision: Date: 02/97

Responsibility

Action

Conversion
Personnel

NOTE: Agencies may want to consider setting up a label field indicating prior year advance and a label indicating refund/recoupment of the advance. The advance amount could be entered in this field. Each time a recoupment or refund applied to the advance, the amount in the refund/recoupment field would need to be increased. This would provide inquiry/ad hoc reporting on the total advance issued/recouped and outstanding.

3. Follows procedure ADDING A NEW CONTRACT TO CFMS for adding a contract.
4. Set up any not to exceed advance amount on KOF3 for the full amount of the advance even if part of the advance has been refunded/recouped.
5. Follow the regular procedures for setting up recoupment method/schedules. If the scheduling method is chosen on KEN2, the schedule should be set up for the outstanding balance of the advance rather than the full amount.
6. Add the KOFY and KACG records.
 - A. Estimate encumbrance amount for current and future years of the contract.
 - B. Access the KOFY screen and enter the fiscal year(s) of the contract along with the appropriate calculated amount (from in the Not To Exceed Amount field for each year displayed on KOFY.

ISIS

Manual Name: CFMS Procedures	Section: 500 Procedure: 503
Procedure Name: Conversion of Multi-Year Contracts and Contracts Which Cross State Fiscal Years which were not submitted to the Office of Contractual Review (under the delegated authority). These contracts which have advances.	Date Issued: 02/96
	Revision: Date: 02/97

Responsibility

Action

Conversion
Personnel

7. Accesses the KOFC screen to enter expenditures for each year displayed on the KOFC screen.
 - A. Enters the net expenditures for the prior and current fiscal years in the ADJUSTMENT field, as appropriate. For the current year, the amount should equal the amount calculated in step 6A which should not include the amount of the advance. Then press Enter.
8. Accesses the KACG screen and add a record(s) to be encumbered for the remaining balance of the estimated expenditure amount (KOFY Not To Exceed Amount minus actual expenditures).
 - A. Change the encumbrance status of KACG record to "1".
9. Access KENT and process the contract to encumber (ENS). After encumbrance, the REMAINING-FY field should reflect the fiscal year remaining balance.
10. Accesses KOFY to check that the ENCUMBERED field has been adjusted. Also, verifies that the AVAILABLE BALANCE field for the prior fiscal year(s) entered is equal to zero. The available balance for the current year should be the NOT TO EXCEED AMOUNT minus actual current year expenditures.

NOTE: Encumbrance records must be established on the appropriate screens in CFMS for the new fiscal year before any payment can be made. If possible, agencies should wait until all payments for the prior year have been made and then access CFMS and enter both the prior year adjustment transaction and establish current year encumbrance records. If current year

ISIS

Manual Name: CFMS Procedures	Section: 500 Procedure: 503
Procedure Name: Conversion of Multi-Year Contracts and Contracts Which Cross State Fiscal Years which were not submitted to the Office of Contractual Review (under the delegated authority). These contracts which have advances.	Date Issued: 02/96
	Revision: Date: 02/97

Responsibility

Action

Conversion
Personnel

payments must be made before all prior year payments are completed, the current year encumbrance records can be set up and payments made against them. Until the adjustment transaction is entered for the prior year, the contract balance will be incorrect.

11. Input the following which when processed will accurately reflect the encumbrance, expenditure and balance sheet account amounts in the accounting system as well as update the outstanding advance amount in CFMS. These transactions should be processed as close together as possible.
 - A. Input a "CM" transaction in CFMS for the amount of the **outstanding** advance using the expenditure coding used when the advance was issued and interface to the accounting system.
 - B. If no refund/recoupment has been applied to the advance, skip to step 11C. If a refund/recoupment has been applied to the advance, enter a credit memo **directly in the accounting system** for the total that has been refunded/recouped. This credit will be against the balance sheet account in the accounting system (fund, agency and balance sheet account 6260. No Org, Appr, etc. can be coded).

ISIS

Manual Name: CFMS Procedures	Section: 500 Procedure: 503
Procedure Name: Conversion of Multi-Year Contracts and Contracts Which Cross State Fiscal Years which were not submitted to the Office of Contractual Review (under the delegated authority). These contracts which have advances.	Date Issued: 02/96
	Revision: Date: 02/97

Responsibility

Action

Conversion
Personnel

- C. Enter the total amount of the advance (amount before any refund/recoupment) following the CFMS procedures. The credit memo's will be in the accounting system and when the advance is interfaced to the accounting system no check will be issued as the net effect is 0. At this point, the accounting system balance sheet account will appropriately reflect the outstanding balance. If no refund/recoupment has been applied to the advance, the conversion is complete, otherwise follow step 11D.

- D. If a credit memo was entered in step 11B, although the accounting entries are correct and the total advance amount in CFMS is correct, the recoupment amount collected and therefore the outstanding advance balance is incorrect. Enter the total amount refunded/recouped (same as the credit memo amount in step 11B) on the KCUP screen in CFMS. KCUP is normally used to record refund checks received for advances because entries to this screen update the recoupment amount collected field and therefore update the outstanding advance amount. An appropriate explanation should be entered to reflect what the entry on KCUP actually represents.

NON-PAYABLE PROCEDURES

Section 600

ISIS

Manual Name: CFMS Procedures	Section: 600 Procedure: 601
Procedure Name: Processing a New Facility Planning & Control Non-Payable Contract in CFMS	Date Issued: 07/96
	Revision: Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to outline the steps required to add non-payable contracts to the system. This procedure will take the user through all of the screens, however, more detailed procedures are available on individual functions (advances, retainage, setting up the accounting screens, etc) in the user guide.

Responsibility

Action

- | | |
|---------------|--|
| Contract Unit | <ol style="list-style-type: none"> 1. Accesses the KENT screen, type "CLEAR" in the Function Line, press ENTER to retrieve a blank screen and enters a "N" or "NEXT" into the Contract Number field which will result in the system assigning the next contract number to the contract when the record is added. <ol style="list-style-type: none"> A. If the contract must be submitted to Office of Contractual Review (OCR), entry of the class/sub-class must be in accordance with OCR policy. Refer to <i>Appendix C</i> for the list of class/sub-classes which may be used. The Class must equal "999". B. Adds contract title line 1 which identifies the location of the project. Enter FP&C Project and Part Number in title line 2. If multiple projects exist, type "MULTIPLE PROJECTS". C. If "MULTIPLE PROJECTS" was entered in title line 2, accesses the KLBL screen and identify each FP&C Project and Part Number. D. Leaves status code of contract blank, since system will default to INI on ADD of a contract. |
|---------------|--|

ISIS

Manual Name: CFMS Procedures	Section: 600 Procedure: 601
Procedure Name: Processing a New Facility Planning & Control Non-Payable Contract in CFMS	Date Issued: 07/96
	Revision: Date:

Responsibility

Action

Contract Unit

- E. The DOCUMENT TYPE field will be based on the type of contract being added. It is important that the document type is entered correctly as this will determine the approval needed (agency only, agency and DOA - Office of Contractual Review). See Matrix of Document Types for professional services or CFMS document types in Appendix F of the User Guide.
 - F. Enter "115PSC" in the CONTRACTING AGENCY field.
 - G. Enter "ME" in the CONTRACT OFFICER field.
 - H. Enter the 5 digit GFS project number in the T-NUMBER field. If multiple projects exist, enter "1MULT".
 - I. Enter the current fiscal year of the contract date in the FY field.
 - J. Enter the building ID in the BUILDING ID field. If multiple building IDs exist, type "MULTI" in this field.
 - K. If "MULTI" was entered in the building ID field, accesses the KLDL screen and identify each building ID.
 - L. Select the Non-payable option in the ACCOUNTING REQUIRED field.
 - M. Always check the CONTINUING APPROPRIATION field.
 - N. Completes all other required fields and press ENTER to add the contract header information.
2. Change the contract status to "RDY" (ready for further processing).

ISIS

Manual Name: CFMS Procedures	Section: 600 Procedure: 601
Procedure Name: Processing a New Facility Planning & Control Non-Payable Contract in CFMS	Date Issued: 07/96
	Revision: Date:

Responsibility

Action

Contract Unit

3. Accesses the KDES screen, and enters the contract description. OCR text standards should be followed. The agency should enter the OCR standard data first, and then any other descriptive text the agency desires. The first two lines are what is displayed on KENT and most reports.
4. If the contract requires OCR approval, accesses the KENL screen for the contract. Line 1 will always be built by the system for the class/sub-class entered on the KENT screen.
 - A. Type "CLEAR" in the Function Line and press ENTER to retrieve a blank screen .
 - B. Enter the contract number in the CONTRACT NUMBER field.
 - C. Enter "00002" in the LINE NUMBER field.
 - D. Enter the corresponding Facility Planning commodity code in the COMMODITY NUMBER field.
 - E. Press ENTER to add the record.

NOTE: This additional KENL record would then be available for inquiry or ad hoc reporting purposes.
5. Accesses the KENT screen, type "CHANGE" in the Function Line, selects status code AIN to begin the **agency** electronic approval process, and press ENTER. The contract status should cycle to "APC".
6. Enter an approval date in the APRVD field, if OCR approval is not required. Type "CHANGE" in the Function Line and press ENTER.

ISIS

Manual Name: CFMS Procedures	Section: 600 Procedure: 601
Procedure Name: Processing a New Facility Planning & Control Non-Payable Contract in CFMS	Date Issued: 07/96
	Revision: Date:

Responsibility

Action

Payment Unit

7. Accesses the KOFY screen, type "CLEAR" in the Function Line and press ENTER to retrieve a blank screen to add the amount of the contract by fiscal year which cannot be exceeded in the NOT TO EXCEED AMOUNT field. Enter the fiscal year of the contract date in the FISCAL YEAR field. Enter the contract amount in the NOT TO EXCEED AMOUNT field. This is the amount that will be encumbered by fiscal year. Press ENTER to add the record.
8. Accesses the KOF3 screen for construction contracts only. Enter the maximum amount to be retained of the total contract amount in the NTE RETAINAGE AMOUNT field.
9. Accesses the KACG screen, type "CLEAR" in the Function Line and press ENTER to retrieve a blank screen and enters the contract number, fiscal year, accounting distribution number and encumber amount.

The fiscal year of KACG must match the fiscal year of KOFY and the FY field on KENT.

- A. Press ENTER. The system will display the appropriate accounting labels at the bottom of the screen.
- B. Enter the non-payable project number in the JOB NUMBER field.
- C. Type "ADD" in the Function Line to add the accounting information.
- D. To encumber, change the Encumbrance STATUS CODE field to "1" and type "CHANGE" in the Function Line and press ENTER.

ISIS

Manual Name: CFMS Procedures	Section: 600 Procedure: 601
Procedure Name: Processing a New Facility Planning & Control Non-Payable Contract in CFMS	Date Issued: 07/96
	Revision: Date:

Responsibility

Action

Payment Unit

10. Accesses KENT and changes the status to "ENO" (encumber on-line). Once the contract is successfully encumbered, the system will update the status to "ENS". No payments can be made against a contract until it is successfully encumbered **and** approved.
11. Change the status on the KENT screen to SCR to submit the contract to OCR, if required.

NOTE: If an agency is using the system to track and have a history record (HDET table) of a contract throughout it's cycle, the status on KENT should be changed to reflect submitted to OCR, etc. As it passes each stage, the status should be changed to reflect this action. Using the system to record all of these type activities is the choice of the agency based on the level of detail the agency wishes to enforce.

ISIS

Manual Name: CFMS Procedures	Section: 600 Procedure: 602
Procedure Name: Processing a New Facility Planning & Control Non-Payable Contract in CFMS	Date Issued: 07/96
	Revision: Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to outline the steps required to process non-payable contract amendments and accounting changes. The Change Type code will identify whether the data being entered is a true contract amendment (increase/decrease of the total contract amount, date extension, etc.), or if the data represents a change or adjustment to contract accounting (increase/decrease amounts of accounting lines which net to zero, etc.). The system will assure that any required approvals have been processed by the agency before allowing encumbrance against the amendment.

Responsibility

Action

1. Determines if it is necessary to process an amendment/accounting change for one or more of the following reasons:

Contract Unit

AMENDMENT

- A. amendment (AMD) - use when a legal signed amendment document exists ("true" amendment).
- B. termination of the contract (TRM) - use when terminating contract prior to expiration date of contract.

Payment Unit

ACCOUNTING CHANGE

- C. change type (CHG) - use when money should be moved from one account distribution to another (project number change required), or when money should be split from one account distribution to multiple distributions.
- D. cancel remaining balance (CNB) - use to cancel remaining encumbered balance of each account distribution at the end of the fiscal year or at the end of the contract.
- E. decrease current year encumbrance (DEC) - use when encumbered amount is overestimated for the current year.
- F. increase current year encumbrance (INC) - use when encumbered amount is underestimated for the current year.

ISIS

Manual Name: CFMS Procedures	Section: 600 Procedure: 602
Procedure Name: Processing a New Facility Planning & Control Non-Payable Contract in CFMS	Date Issued: 07/96
	Revision: Date:

Responsibility

Action

Contract/
Payment Unit

2. Accesses the KAMD screen and type "CLEAR" in the Function Line and press ENTER to retrieve a blank screen. Enter the contract number to be amended/changed.
3. Enters a contract amendment title to identify the type amendment/change being made to the contract.
4. Enters the fiscal year that the contract amendment affects in the CONT AMD FISCAL YR field.
5. Enters the appropriate code in the CHANGE TYPE CODE field which identifies the type of amendment being processed (Change Type Codes listed in Step 1).
6. Enters the amount of the amendment. For change type codes "CHG", "CNB", and "TRM", "0" must be entered in the CONT AMD AMOUNT field. Change type code "DEC" must be negative. Change type code "INC" must be positive. Change type code "AMD" can require either a positive or negative amount.
7. If the contract begin or end dates are being revised, enter the revised dates into the appropriate field.
8. Completes all other mandatory and any desired optional fields. Effective date is required if the Change Type Code equals "AMD".
9. Press ENTER to add the amendment/change record.
10. Change the status code field from "INI" to "RDY" and type "CHANGE" in the Function Line and press ENTER.
11. If the amendment requires OCR approval, accesses the KCTX screen to enter the OCR required description.

ISIS

Manual Name: CFMS Procedures	Section: 600 Procedure: 602
Procedure Name: Processing a New Facility Planning & Control Non-Payable Contract in CFMS	Date Issued: 07/96
	Revision: Date:

Responsibility

Action

- | | |
|--------------|---|
| Payment Unit | <p>12. Accesses the KAMD screen and enters status "AIN" in the STATUS CODE field to initiate approvals. The status code will cycle to "APC".</p> <p>13. If necessary, accesses KOFY to increase NOT TO EXCEED AMOUNT field appropriately. If the change type code is "DEC", decrease the KOFY NOT TO EXCEED AMOUNT field after the encumbrance has been processed (Step 15). "TRM", "CHG" and "CNB" amendments/changes do not require KOFY changes. Type "CHANGE" in the Function Line and press ENTER.</p> <p>14. If the amendment requires accounting, accesses the KCAC screen and adds accounting lines and amounts to be encumbered and/or increases or decreases amounts of accounting lines.</p> <p style="margin-left: 40px;">A. Type "CLEAR" in the Function Line and press ENTER to retrieve a blank screen and enters the contract number, contract amendment number, accounting distribution number, change number and encumber amount.</p> <p style="margin-left: 40px;">B. Press ENTER. The system will display the appropriate accounting labels at the bottom of the screen.</p> <p style="margin-left: 40px;">C. Enter the non-payable project number in the JOB NUMBER field.</p> <p style="margin-left: 40px;">D. Type "ADD" in the Function Line to add the accounting information.</p> <p style="margin-left: 40px;">E. To encumber, change the Encumbrance STATUS CODE field to "1" and type "CHANGE" in the Function Line and press ENTER.</p> |
|--------------|---|

ISIS

Manual Name: CFMS Procedures	Section: 600 Procedure: 602
Procedure Name: Processing a New Facility Planning & Control Non-Payable Contract in CFMS	Date Issued: 07/96
	Revision: _____ Date: _____

Responsibility

Action

15. Accesses KAMD screen and changes the status to "ENO" (Encumber On-line). Type "CHANGE" in the Function Line and press ENTER when complete.
16. If necessary, forwards the hard copy of the amendment to the required office(s), (OCR, etc.) and, changes the status on KAMD to reflect these actions.

ISIS

Manual Name: CFMS Procedures	Section: 600 Procedure: 603
Procedure Name: Non-Payable Payment Processing	Date Issued: 07/96
	Revision: Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to provide the user with the ability to set up payments manually for non-payable invoices. All contracts must be encumbered and have an approval date on KENT, and a KOFY and a KACG record must exist to process payments.

Responsibility

Action

- | | |
|--------------|--|
| Payment Unit | 1. Accesses the KNPI screen. Type "CLEAR" in the Function Line and press ENTER.

A. Enters the contract number and vendor invoice number in the appropriate fields.

B. Enters the purchase order or requisition number in the PO/RQ number, if applicable.

C. Enters FP&C schedule number in the FACILITY PLAN AND CNTRL NUMBER field.

D. Enters the date of the invoice in the INVOICE DATE field.

E. Types the invoice amount in the INVOICE AMOUNT field.

F. Enters the date FP&C received the invoice from the vendor in the RECEIVED FPC DATE field.

G. Enters the date fiscal section of FP&C received the invoice in the RCVD FISCAL DATE field.

H. Enters the date the invoice is forwarded to the paying agency in the FORWARD DATE field.

I. Types the vendor name in the VENDOR NAME field. |
|--------------|--|

ISIS

Manual Name: CFMS Procedures	Section: 600 Procedure: 603
Procedure Name: Non-Payable Payment Processing	Date Issued: 07/96
	Revision: Date:

Responsibility

Action

Payment Unit

- J. Enters the appropriate payment type in the PAYMENT TYPE field:
 - NC Non-Payable Credit Memo
 - NP Non-Payable
 - RT Retainage Partial Payment
 - RF Retainage Final Payment
 - RE Retainage Reduction

- K. Enters the fiscal year of the contract date in the BUDGET FY field. This fiscal year must be the same as the year of the encumbrance.

- L. Enters the accounting period only during the 45 day close. The accounting period must be "13" and the fiscal year of the contract (e.g. 1396).

- M. Enters the amount to be paid in the PAYMENT AMOUNT field.

- N. Enters the amount to be retained in the RETAINAGE AMOUNT field. If the retainage is identified on KEN2 via a schedule or percent of the payment the retainage amount will automatically display on the add of the invoice.

- O. Enters comments, if necessary, in the COMMENTS field.

- P. Press ENTER.

2. Change the status code to 'RDY' and type "CHANGE" in the Function Line and press ENTER.

3. Accesses the KILT screen to record invoice line text, if desired.

ISIS

Manual Name: CFMS Procedures	Section: 600 Procedure: 603
Procedure Name: Non-Payable Payment Processing	Date Issued: 07/96
	Revision: Date:

Responsibility

Action

Payment Unit	<p>4. Accesses the KPAG screen, if multiple projects exist, to identify the amount of the payment to be applied to the accounting distribution line. Only one accounting distribution can be submitted to AFS at a time. Each accounting distribution line represents one project. If there is one accounting distribution (one project) line the system will default payment information. The sum of the KPAG records must equal the net payment amount.</p> <p>A. If multiple lines (projects) exist, the system will default accounting distribution numbers and associated coding from the KACG record with zero amounts in the PAYMENT AMOUNT field. Enters the appropriate net amount of the invoice for the appropriate accounting line, leaving the zero amount for any lines which do not apply to this specific payment.</p> <p>5. Accesses the KNPI screen and enters status 'AIN' in the status code field to send the payment through the approval process and type "CHANGE" in the Function Line and press ENTER.</p>
Approver	<p>6. Accesses the PAPI screen to list all transactions pending approval for you user ID and then accesses PAPV to approve/disapprove the individual transactions. If the invoice number of the transaction requiring approval is known, accesses PAPV directly for that document number.</p> <p>A. Enters an "A" or "D" in the APPROVE/DISAPPROVE field and press ENTER/RETURN. Comments are optional. If "D" was used disapproval reasons are required.</p>
Payment Unit	<p>7. If approved, accesses KPAS screen to list all transactions which have been approved (status APC) and disapproved (status ADS) and then accesses the KINV record for the approved transactions to change the</p>

ISIS

Manual Name: CFMS Procedures	Section: 600 Procedure: 603
Procedure Name: Non-Payable Payment Processing	Date Issued: 07/96
	Revision: Date:

Responsibility

Action

status to “PYO – payment on-line.” If the invoice number of the transaction which has been approved and ready to pay is known, accesses the invoice on KINV directly. If disapproved, investigate disapproval.

NOTE: Steps 6 and 7 above reflect one method in which approvals and changing the status to send the transaction to accounting can be handled. Another option is to require the approver to access KINV to change the status to “PYO” after approving the transaction on PAPV. Using this method, the approver would be set up in the system with the ability to change the status to “PYO” and the payment clerk would not be allowed to enter either of these two statuses. The payment clerk could continue to sue the KPAS screen to obtain a list of disapproved transactions (status ADS) which may require some type of correction.

8. Change the status to 'PYO' to process the payment to the accounting system and type "CHANGE" in the Function Line and press ENTER.

ISIS

Manual Name: CFMS Procedures	Section: 600 Procedure: 604
Procedure Name: Changing a Non-Payable Invoice	Date Issued: 07/96
	Revision: Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to provide the user with the ability to change payments manually for non-payable invoices. All payments must be previously processed to the accounting system successfully.

If the payment type equals "RF" the user can not process a change to this payment. The "RF" payment must be canceled and the user must enter a new "RT" or "RF" payment on KNPI (see procedure 603).

Responsibility	Action
Payment Unit	<ol style="list-style-type: none">1. Accesses the KNPI screen and retrieve the invoice to be changed.<ol style="list-style-type: none">A. Change the status code to 'RDY' and type "CHANGE" in the Function Line and press ENTER.2. Change the appropriate fields. The field changes should reflect the new net amounts.<ol style="list-style-type: none">A. Change the invoice amount in the INVOICE AMOUNT field, if applicable.B. Change the amount to be paid in the PAYMENT AMOUNT field, if applicable.C. Change the amount to be retained in the RETAINAGE AMOUNT field, if applicable.D. Change the COMMENTS field, if applicable.3. Type "CHANGE" in the Function Line and press ENTER.

ISIS

Manual Name: CFMS Procedures	Section: 600 Procedure: 604
Procedure Name: Changing a Non-Payable Invoice	Date Issued: 07/96
	Revision: Date:

Responsibility

Action

Payment Unit

4. Accesses the KPAG screen, if multiple projects exist, to identify the amount of the payment to be applied to the accounting distribution line. Only one accounting distribution can be submitted to AFS at a time. The sum of the KPAG records must equal the net payment amount.
5. Accesses the KNPI screen and enters status 'AIN' in the status code field to send the payment through the approval process and press ENTER.
6. Change the status to 'PYC' to process the payment to the accounting system and type "CHANGE" in the Function Line and press ENTER.

ISIS

Manual Name: CFMS Procedures	Section: 600 Procedure: 605
Procedure Name: Non-Payable Retainage Reduction	Date Issued: 03/00
	Revision: Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to provide the user with the ability to reduce the retainage held amount for non-payable invoices. When retainage is reduced, the amount will reduce the retainage held amount and retainage available balance. The system will edit that the retainage amount being reduced is not more than what has been withheld.

Responsibility

Action

- | | | |
|--------------|----|--|
| Payment Unit | 1. | Accesses the KNPI screen. Type "CLEAR" in the Function Line and press ENTER. |
| | A. | Enters the contract number and vendor invoice number in the appropriate fields. |
| | B. | Enters FP&C schedule number in the FACILITY PLAN AND CNTRL NUMBER field. |
| | C. | Enters the date of the invoice in the INVOICE DATE field. |
| | D. | Types the invoice amount in the INVOICE AMOUNT field and uses "RE" (retainage reduction, user will indicate the amount of funds previously retained from payments to be reduced) as the PYMT TYPE. |
| | E. | Types the vendor name in the VENDOR NAME field. |
| | F. | Enters the fiscal year of the contract date in the BUDGET FY field. This fiscal year must be the same as the year of the encumbrance. |
| | G. | Enters the accounting period only during the 45 day close. The accounting period must be "13" and the fiscal year of the contract (e.g. 1396). |

ISIS

Manual Name: CFMS Procedures	Section: 600 Procedure: 605
Procedure Name: Non-Payable Retainage Reduction	Date Issued: 03/00
	Revision: Date:

Responsibility

Action

H. Enters comments, if necessary, in the COMMENTS field.

I. Press ENTER.

2. Change the status code to 'RDY' and type "CHANGE" in the Function Line and press ENTER.

3. Accesses the KILT screen to record invoice line text, if desired.

4. Accesses the KPAG screen, if multiple projects exist, identify the amount of the payment to be applied to the accounting distribution line. Only one accounting distribution can be submitted to AFS at a time. Each accounting distribution line represents one project. If there is one accounting distribution (one project) line the system will default payment information. The sum of the KPAG records must equal the net payment amount.

A. If multiple lines (projects) exist, the system will default accounting distribution numbers and associated coding from the KACG record with zero amounts in the PAYMENT AMOUNT field. Enters the appropriate net amount of the invoice for the appropriate accounting line, leaving the zero amount for the remaining lines which do not apply to this specific payment.

5. Accesses the KNPI screen and enter status "AIN" in the status code field to send the payment through the approval process and type "CHANGE" in the Function Line and press ENTER.

Approver

6. Accesses the PAPI screen to list all transactions pending approval for your user ID and then accesses PAPV to approve/disapprove the individual transactions. If the invoice number of the transaction requiring approval is known, accesses PAPV directly for that document number.

ISIS

Manual Name: CFMS Procedures	Section: 600 Procedure: 605
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Responsibility

Action

- A. Enters an "A" or "D" in the APPROVE/DISAPPROVE field and press ENTER/RETURN. Comments are optional. If "D" was used disapproval reasons are required.

Payment Unit

7. If approved, accesses KPAS screen to list all transactions which have been approved (status APC) and disapproved (status ADS) and then accesses the KINV record for the approved transactions to change the status to "PYO - payment on-line." If the invoice number of the transaction which has been approved and ready to pay is known, accesses the invoice on KINV directly. If disapproved, investigate disapproval.

NOTE: Steps 6 and 7 above reflect one method in which approvals and changing the status to send the transaction to accounting can be handled. Another option is to require the approver to access KINV to change the status to "PYO" after approving the transaction on PAPV. Using this method, the approver would be set up in the system with the ability to change the status to "PYO" and the payment clerk would not be allowed to enter either of these two statuses. The payment clerk could continue to use the KPAS screen to obtain a list of disapproved transactions (status ADS) which may require some type of correction.

8. Change the status to "PYO – payment on-line" to process the payment to the accounting system and type "CHANGE" in the Function Line and press ENTER.

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APPENDIX I - CFMS ERROR MESSAGES

M286E MUST CANCEL PRE-ENCUMBRANCE

CAUSE: Contract is pre-encumbered and the Status Code has been changed to 'CXM'.
SOLUTION: Pre-encumbrance must be canceled (change Status Code to 'CPE'), then change the Status Code to 'CXM'.

M287E MUST CANCEL ENCUMBRANCE

CAUSE: Contract is encumbered and the Status Code has been changed to 'CXM'.
SOLUTION: Encumbrance must be canceled (change Status Code to 'CEN'), then change the Status Code to 'CXM'.

M288E CAN'T CHANGE CONTRACT AT STAT

CAUSE: Contract Status Code equals 'ADS', 'DCR' or 'CXM' and the Hold Payment Flag has been changed.
SOLUTION: No action necessary. Contract has been canceled or disapproved.

M289E CAN'T PRE-ENC, CONT ENCUMBERED

CAUSE: Status Code changed to 'PEO' on an encumbered contract.
SOLUTION: No action necessary. Contract can not be Pre-encumbered after the contract has been encumbered.

M290E CAN'T CHANGE DOC AT THIS STAT

CAUSE: Contract Status Code equals '733', '794', '833' or '894' and a field other than Status Code or Hold Payment flag has been changed.
SOLUTION: Change the Hold Payment or the Status Code field only.

M291E CAN ONLY PRE-ENCUMBER

CAUSE: Contract Status Code was '733' and the Status Code has been changed to a value other than 'PEO'.
SOLUTION: Change the Status Code to 'PEO'.

M292E CAN ONLY CANCEL PRE-ENCUMBER

CAUSE: Contract Status Code was '794' and the Status Code has been changed to a value other than 'CPE'.
SOLUTION: Change the Status Code to 'CPE'.

M293E AT ACCTS BATCH ENC - CAN'T CHG

CAUSE: The contract Status Code was changed to 'ENB' or 'CEB' to encumber or pre-encumber the contract. Then the nightly system cycled Status Code to '833' or '894'. The user changed the Status Code to a value other than 'ENB' or 'CEB'.
SOLUTION: Change the Status Code to 'ENB' or 'CEB', as appropriate.

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APPENDIX I - CFMS ERROR MESSAGES

M294E CAN ONLY ENC/CNCL ON-LINE

CAUSE: Contract Status Code was '833' or '894' and the status code has been changed to a value other 'ENO' or CEN'.
SOLUTION: Change the Status Code to 'ENO' or 'CEN', as appropriate.

M295E HDET RECORD NOT FOUND

CAUSE: Attempt to delete on KENT and no HDET was found that matched contract number.
SOLUTION: Change the Status Code to 'CXM'. Will not be able to delete record.

M296E NOT PRE-ENC, CAN'T PRE-ENC CNCL

CAUSE: Contract Status Code has been changed to 'CPE' to cancel the pre-encumbrance and the contract was not pre-encumbered.
SOLUTION: No action necessary.

M298E CAN'T CANCEL ENC PAYMT IN PROG

CAUSE: Contract Status Code has been changed to 'CEB' or 'CEN' and payments have been processed.
SOLUTION: Process a 'CNB' accounting change on KAMD to cancel the encumbrance.

M299E CAN'T CANCEL- AMENDMENT EXISTS

CAUSE: Contract Status Code has been changed to 'CEN' and payments have been processed.
SOLUTION: Process a 'CNB' accounting change on KAMD to cancel the encumbrance.

M300E USERID NOT AUTH TO HOLD PAYMT

CAUSE: Hold Payment flag has been changed to 'Y' and the userid for BAAT Authority Flag for Kent equals 'N'.
SOLUTION: If the BAAT Authority Flag is correct, no action is necessary. If the BAAT Authority Flag is incorrect, contact the Agency System Security Officer.

M302E DATE APPROVED INVALID

CAUSE: Approved date entered is not valid or not in a valid date format.
SOLUTION: Enter a valid Approved date as MMDDYY or MM/DD/YY.

M303E USERID NOT AUTH TO APPROVE

CAUSE: Contract Delegated Authority flag = N and the Approved date has been entered by a userid Executive Agency that does not equal '107OCR' or the Contract Delegated Authority flag = Y and the Approved date entered by the OCR is being changed by a userid Executive Agency that does not equal '107OCR'.
SOLUTION: Submit contract to the Office of Contractual Review for approval. If applicable, contact the OCR.

M323E CONT MUST BE EXPIRED FOR ADJ/N

CAUSE: The Send To Accounting flag equals 'Y' and the contract has not expired.
SOLUTION: Change the Send To Accounting flag to 'N' or spaces.

M324E CONT AMD AMT CANNOT BE BLANK

CAUSE: Amendment/Change Amount is required and has been left blank.
SOLUTION: Enter a valid Amendment/Change Amount.

M325E CONT AMD AMT INVALID

CAUSE: Amendment/Change Amount is not numeric.
SOLUTION: Enter a numeric Amendment/Change Amount.

M326E CONT AMD AMT MUST = 0

CAUSE: Amendment/Change Type Code of 'SUB' entered with an Amendment/Change Amount not equal to '0'.
SOLUTION: Amendment/Change Amount must equal '0' on a 'SUB'.

M327E REV BEG DATE MUST = SPACES

CAUSE: Amendment/Change Type Code is a value other than AMD or TRM and a valid date is entered in the Contract Revised Begin field.
SOLUTION: Contract Revised Begin date must equal spaces.

M328E REV END DATE MUST = SPACES

CAUSE: Amendment/Change Type Code other than AMD or TRM and a valid date in the Contract Revised End date field.
SOLUTION: Contract Revised End date must equal spaces.

M329E REV BEG DATE > KACG ENC DATE

CAUSE: Amendment/Change Type Code AMD and the Contract Revised Begin date is greater than the KACG Encumber Change Date.
SOLUTION: Contract Revised Begin date must be less than or equal to the KACG Encumber Change Date.

M331E CONT END DATE < CONT BEG DATE

CAUSE: Amendment/Change Type Code AMD and the Contract Revised Begin date is greater than the Contract Revised End date.
SOLUTION: Contract Revised Begin date must be less than or equal to the Contract Revised End date.

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APPENDIX I - CFMS ERROR MESSAGES

M332E AGCY DATE RCVD INVALID

CAUSE: Agency Date Received is an invalid date.

SOLUTION: Enter a valid date.

M333E SEND TO ACCT MUST = Y/N ON ADJ

CAUSE: Amendment/Change Type Code is ADJ and Send To Accounting is not equal to 'Y' or 'N'.

SOLUTION: Send to Accounting must be 'Y' or 'N'.

M334E MUST EQUAL SPACE FOR CHG TYPE

CAUSE: Amendment/Change Type Code other than ADJ and Send To Accounting is equal to 'Y'.

SOLUTION: Send To Accounting must be spaces.

M335E ID NOT AUTH TO PROC ADJ CHG

CAUSE: Amendment/Change Type Code ADJ and the userid KAMD Authority on the BAAT table equals a 'N'.

SOLUTION: KAMD Authority must equal 'Y' to process a change.

M336E CAN'T CHG PAYMENT TYPE

CAUSE: Payment Type has been changed from its original value.

SOLUTION: Once added, the payment type can not be changed. Cancel the invoice with the incorrect payment type by changing the Status Code to CXM. Then enter another KINV record with the correct Payment Type.

M337E AMD AMT NOT = CALC CNB AMT

CAUSE: Amendment/Change Type Code equal to 'CNB', Status Code 'RDY' and the Amendment/Change Amount not equal to the CNB cancel amount.

SOLUTION: Amendment/Change Amount must be equal to the CNB cancel amount.

M338E CONT AMD AMT SYS COMP FOR CNB

CAUSE: Amendment/Change Type Code equal to CNB, status 'INI' and the Amendment/Change Amount field equal to anything except spaces.

SOLUTION: System calculates the amendment amount. Leave blank.

M340E USERID NOT AUTH TO CHG AT STAT

CAUSE: User's Executive Agency not equal to 107OCR on the BAAT table with the DA flag on KENT equal to 'N' and the Date Approved is being changed to a valid date on KAMD.

SOLUTION: The User's Executive Agency must equal 107OCR.

M471E TOT DCOMP > KOFY NTE DCOMP AMT

CAUSE: Deferred Comp Amount entered when added to the Deferred Comp Amount Paid on KOF3 will be greater than the Not to Exceed Deferred Comp Amount on KOF3.
SOLUTION: Reduce the Deferred Comp Amount or correct the Not to Exceed Deferred Comp Amount on KOF3.

M472E RET AMT CAN'T BE > PYMT AMT

CAUSE: Retainage Amount entered is greater than the Payment Amount.
SOLUTION: Reduce the Retainage Amount or correct the payment, if necessary.

M473E REC AMT CAN'T BE > PYMT AMT

CAUSE: Recoupment Amount entered is greater than the Payment Amount.
SOLUTION: Reduce the Recoupment Amount or correct the payment, if necessary.

M474E DCOMP AMT CAN'T BE > PYMT AMT

CAUSE: The Deferred Comp Amount entered is greater than the Payment Amount.
SOLUTION: Reduce the Deferred Comp Amount or correct the payment, if necessary.

M475E PAYMENT TYPE IS REQUIRED

CAUSE: Payment Type is required and has been left blank.
SOLUTION: Enter a valid Payment Type from BTAB table KP (CFMS Contract Payment Type). If non-payable payment enter a payment type from BTAB Table KN (CFMS Non-payable Payment Type).

M476E PYMT IN PROG > 0, CAN'T RF PYT

CAUSE: Payment Amount in Progress is greater than zero and a Retainage Final (RF) payment has been entered.
SOLUTION: The Retainage Final payment can not be processed until the Payment Amount in Progress equals zero. The Payment Amount in Progress will be greater than zero if KINV records exist at 'PYB' (Payment-Batch) status.

M477E PYMT AMT NOT = RET AMT HELD

CAUSE: Payment Type equals 'RF' (Retainage Final Payment) and the Payment Amount does not equal the KOF4 Retainage Available Balance.
SOLUTION: Contact the ISIS Help Desk for Assistance.

M478E RET PYMT AMT SYS COMP FOR RF

CAUSE: Payment Amount is greater than zero and the Payment Type equals RF (Retainage Final).
SOLUTION: Delete the Payment Amount. Payment Amount is system calculated.

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M479E PARTIAL/FINAL IND MUST = P/F

CAUSE: Value other than 'P' or 'F' has been entered in the Partial/Final indicator.
SOLUTION: Enter 'P' or 'F' in the Partial/Final indicator.

M480E MUST CHANGE STAT CODE TO RDY

CAUSE: Invoice Status Code has been changed from 'INI' to a value greater than 'RDY'.
SOLUTION: Change the invoice Status Code to 'RDY', then to a Status Code greater than 'RDY'.

M481E CAN'T PAY-DATE APRV IS BLANK

CAUSE: KENT date Approved field is blank and the KINV Status Code has been changed to 'PYB' (Payment - Batch), 'PYC' (Payment Change-NP) or 'PYO' (Payment - Online).
SOLUTION: Enter KENT date Approved and then process the invoice.

M483E CAN'T USE CXP, USE CXB

CAUSE: KINV payment is being canceled on-line (CXP) and the payment was encumbered through the batch process (PYB).
SOLUTION: Change the status code on KINV to CXB, cancel payment batch. After the nightly cycle completes, KINV status code should be CXS, cancel payment successful.

M484E DEF COMP PYMT - MUST USE PYB

CAUSE: Deferred Comp Amount entered is greater than zero and the Status Code has been changed to PYO (pay on-line).
SOLUTION: Change the Status Code to PYB (payment batch). All deferred comp payments must be processed in the nightly.

M485E CNB/SUB IN PROGRESS

CAUSE: Invoice Status Code is changed to 'PYB' (Payment Batch) or 'PYO' (Payment On-line) and a 'SUB' (Substitution) or 'CNB' (Cancel Remaining Balance) accounting change is in progress. Accounting change Status Code must equal 'ENS' (Encumbrance Successful) or 'CXM' (Cancel System Record).
SOLUTION: Process accounting changes to 'ENS' or 'CXM' status, then process the invoice.

M486E HOLD PAYMENTS - FLAG ON KENT

CAUSE: Hold Payment flag on KENT equals 'H' and the KINV Status Code is changed to 'PYB' (Payment Batch), 'PYC' (Payment Change-NP), 'PYO' (Payment Online), 'CXB' (Cancel Payment batch) or 'CXP' (Cancel Payment online).
SOLUTION: Correct Hold Payment flag on KENT, if necessary.

M487E CAN'T CHG RECORD-PROC NEW PYMT

CAUSE: Invoice has been canceled successfully (Status Code = CXS) and a field has been changed.
SOLUTION: Enter a new invoice and process.

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M488E AT ACCTS BATCH PYMT-CAN'T CHG

CAUSE: Payment was processed in the nightly (batch) and the current Status Code equals '933' (At Accounts for Payment) or '993' (At Accounts for Payment Cancel) and a field other than Status Code has been changed.

SOLUTION: Change the Status Code to 'PYB' (Payment Batch) or 'CXB' (Cancel Payment Batch), as appropriate.

M489E CANNOT CHG DOC AT THIS STAT

CAUSE: Invoice Status Code is greater than 'RDY' and a field other than the Status Code has been changed.

SOLUTION: Change the Status Code 'RDY' and then make the necessary changes, if the payment has not been processed to the accounting system (PYS).

M490E CAN ONLY PAY/CNL ON-LINE

CAUSE: Attempt process the payment on-line and the current Status Code equals '933' (At Accounts for Payment) or '993' (At Accounts for Payment Cancel) and a field other than Status Code has been changed.

SOLUTION: Change the Status Code to 'PYC' (Payment Change), 'PYO' (Payment On-line) or 'CXP' (Cancel Payment On-line), as appropriate.

M491E ID NOT AUTH FOR PYMT/CNL

CAUSE: Status Code has been changed to 'PYB' (Payment Batch), 'PYC' (Payment Change), 'PYO' (Payment On-line), CCK (Cancel Check), 'CXB' (Cancel Payment Batch), 'CXM' (Cancel System Record) or 'CXP' (Cancel Payment On-line) and the user id KINV BAAT Authority flag equal 'N'.

SOLUTION: If the KINV BAAT Authority flag is incorrectly defined, contact the Agency System Security Officer. Otherwise, another user must process the invoice.

M492E SUM-KPAGS NOT = PAYMENT AMT

CAUSE: Sum of the KPAG Payment Amounts does not equal the KINV Payment Amount.

SOLUTION: Change the KINV status to 'RDY'. Access KPAG and change the payment amounts to so that the sum equals the KINV Payment Amount. Also, verify that the KPAG status equals '1' (Ready for Accounting). Then process the invoice to the accounting system.

M493E STAT CDE MUST = INI TO DELETE

CAUSE: Function equals 'D' or 'Delete' and the invoice Status Code is greater than 'INI' (Initialize CFMS Record).

SOLUTION: Change the Status Code to 'CXM' to cancel the system record. This record can not be deleted.

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APPENDIX I - CFMS ERROR MESSAGES

M494E AACG RECORD NOT FOUND

CAUSE: Attempt to process retainage, retainage reduction, recoupment/advance or deferred comp payments and the appropriate balance sheet account is not defined for the agency, fiscal year and account type.

SOLUTION: Contact the ISIS Help Desk for assistance.

M495E KOFY REPLACE FAILED

CAUSE: Error occurred when the system attempted to replace the KOFY table.

SOLUTION: Contact the ISIS Help Desk for assistance.

M496E KPAG RECORD NOT FOUND

CAUSE: Invoice Status Code has been changed to 'CXB' (Cancel Payment Batch), 'CXP' (Cancel Payment On-line), 'PYB' (Payment Batch), 'PYC' (Payment Change) or 'PYO' (Payment On-line) and KPAG does not exist

SOLUTION: Contact the ISIS Help Desk for assistance.

M497E KACG REPLACE FAILED

CAUSE: Error occurred when the system attempted to replace the KACG table.

SOLUTION: Contact the ISIS Help Desk for assistance.

M498E ERROR UPDATING KPAG RECORD

CAUSE: Error occurred when the system attempted to update the KPAG table.

SOLUTION: Contact the ISIS Help Desk for assistance.

M499E KSCD RECORD NOT FOUND

CAUSE: Invoice Status Code has been changed to 'CXB' (Cancel Payment Batch), 'CXP' (Cancel Payment On-line), 'PYB' (Payment Batch) or 'PYO' (Payment On-line) and a KSCD record does not exist for the Budget Fiscal Year of the invoice.

SOLUTION: Contact the ISIS Help Desk for assistance.

M500E CAN'T ADD-CONTRACT ENCUMBERED

CAUSE: KACG record has been added for a contract that has already been encumbered (KOFY encumber status equals 'E').

SOLUTION: Enter accounting changes on KAMD and KCAC to correct the encumbrance.

M501E CAN'T CHG TO STATUS ON KINV

CAUSE: Invoice Status Code is changed to PRO (Print Contract Information Form On-line).

SOLUTION: Access KENT or KAMD to generate the Contract Information Form.

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M814E ACCT PERIOD NOT = KOFY FISC YR

CAUSE: The fiscal year in the Accounting Period does not equal a Fiscal Year on KOFY.

SOLUTION: Enter an Accounting Period fiscal year that equals a Fiscal Year on KOFY.

M815E VENDOR LOCATION CODE REQUIRED

CAUSE: Vendor Location Code is required and has been left blank.

SOLUTION: Enter a valid Vendor Location code for the FEIN identified.

M816E FIELDS NOT AUTH-CHG BY USERID

CAUSE: Agency user is attempting to change a contract record that was added by OCR, Agency user is attempting to change (non-exempt fields) a contract record added by the Agency but approved by OCR or the OCR user is attempting to change (fields other than the OCR allowed fields) a contract record that was added the agency.

SOLUTION: OCR can only change records that were added by OCR and the agency can only change records that were added by the agency without a OCR Contract Review Number.

M817E IN REVIEW - ONLY CHG STATUS

CAUSE: The OCR Received Date is greater than spaces and the OCR user has changed a field other than Status Code and Contract Officer.

SOLUTION: Contact the OCR in order to make non-accounting related changes. Accounting changes can be made after the OCR approval process.

M818E CAN'T CHG BOTH STAT & APRV DTE

CAUSE: Attempting to change the Amendment/Change Status Code and the Date Approved field at the same time.

SOLUTION: Change the Date Approved and then change the Amendment/Change Status Code.

M819E CONT AMD AMT MUST BE NEGATIVE

CAUSE: Amendment/Change Type Code equals 'DEC' and the Amendment/Change Amount is greater than zero.

SOLUTION: Change the Amendment/Change Type Code or enter an Amendment/Change Amount that is less than zero.

M820E CAN'T CHG-AMD PREVIOUSLY APPVD

CAUSE: KAMD fields have been changed and a Date Approved exists.

SOLUTION: Remove the Date Approved, if possible. Enter corrections. Contact OCR, if applicable.

M821E KOFY SUM NOT = BASE + CHG AMT

CAUSE: Amendment/Change Amount is greater than the Base Contract Amount.

SOLUTION: Amendment/Change Amount must be less than or equal to the Base Contract Amount.

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M822E CONTRACT ENCUMB - CAN'T CHANGE

CAUSE: User attempted to change the Adjustments amount on KOFY after the contract has been encumbered.

SOLUTION: Once the contract is encumbered, to adjust the contract balance for prior year or prior to converting to CFMS payment processing, the entire fiscal amount(which includes payments already issued to the vendor) must be entered in the KOFY Not To Exceed Amount filed and encumbered. Then enter an accounting change (change type = ADJ) on KAMD for payments already issued and process to encumbrance.

M823E ADJ AMT > KOFY NTE AMOUNT

CAUSE: Adjustment amount entered is greater than the KOFY Not To Exceed Amount.

SOLUTION: Enter an amount that is less than or equal to the KOFY Not to Exceed Amount.

M824E CAN'T CHG-CONT PREV ENCUMBERED

CAUSE: Field other than T-Num, Building ID, Status Code, Fiscal Year, Hold Payment Flag, Roll Flag, Performance Code and Received Performance Report have been changed and the contract is encumbered.

SOLUTION: Change only the fields listed above.

M825E CAN'T USE PYMT% FOR BASIS = S

CAUSE: Payment Billing Basis equals 'S' and a Payment Percent has been changed to a value greater than zero.

SOLUTION: Change the Payment Billing Basis to 'P' (percent) or delete the Payment Percent.

M826E CAN'T CHG PYMT AMT - STAT > 1

CAUSE: Accounting Distribution status is greater than 1 and the Payment Amount has been changed.

SOLUTION: If the Accounting Distribution status equals 4 change the status to 1. Then enter the new Payment Amount. If the line status equals anything other than 4, the Payment Amount can not be corrected. Process another invoice if the vendor was under paid. If the vendor was over paid enter a credit memo or adjustment, as appropriate.

M828E CONTRACT PRINT-FLAG MUST = 'Y'

CAUSE: Contract number is greater than spaces, the Amendment/Change Number equals spaces and the Print Original Contract flag equals 'N'.

SOLUTION: Enter an Amendment/Change Number or change the Print Original Contract flag to spaces or 'Y'.

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APPENDIX I - CFMS ERROR MESSAGES

M846E MUST ENTER D/C VENDOR ON KEN2

CAUSE: Deferred Comp Amount entered and the Deferred Comp Vendor has not been identified on KEN2.
SOLUTION: In order to process a deferred comp payment, access KEN2 and change the Deferred Comp Billing Basis to 'M' (Manual), 'P' (Percent), or 'S' (Scheduled).

M847E CONTRACTING AGENCY MISSING

CAUSE: Contracting Agency required and has been left blank
SOLUTION: Enter an agency number that is a valid entry on the AGCY table.

M848E CONTRACTING AGENCY INVALID

CAUSE: Contracting Agency number entered is not a valid entry on the AGCY table.
SOLUTION: Enter an agency number that is a valid entry on the AGCY table.

M849E CAN'T ADD - RET AMT HELD = 0

CAUSE: Retainage Partial (RT), Retainage Final (RF), or Retainage Reduction (RE) has been entered and the Retainage Held Amount equals zero.
SOLUTION: No action necessary. Retainage payment can not be entered.

M850E RET PYMT > RET AVAIL BAL

CAUSE: Retainage Partial (RT), Retainage Final (RF), or Retainage Reduction (RE) has been entered and the Retainage Held Amount equals zero.
SOLUTION: Reduce the Retainage Payment to an amount that is less than or equal the Retainage Held Amount on KOF4.

M851E AMT PRE-ENCUMBERED CANNOT CHG

CAUSE: Pre-Encumber Status Code is greater than '3' and the Pre-Encumber/Encumber Amount has been changed.
SOLUTION: Process a change to the Pre-encumbrance by adding another KACG record with a Change Number greater than '00'.

M852E USE PYO, NOT PYB, FOR PYMT TYPE

CAUSE: Payment Type equals 'AD', 'CM', 'NP', 'RF', 'RT', or 'RE' and Status Code has been changed to PYB to process the payment in the nightly cycle.
SOLUTION: Change Status Code to 'PYO' to process the payment online.

M853E AMD/CHG AMT > AVAIL BAL

CAUSE: Amendment/Change Amount entered is negative and greater than the KOFY Available Balance.
SOLUTION: Correct the Amendment/Change Amount on KAMD and KCAC.

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M854E ADV AMT MUST BE < KOFY NTE ADV

CAUSE: Advance Amount entered is greater than the KOF3 Not to Exceed Advance Amount.
SOLUTION: Enter an Advance Amount that is less than or equal to the KOF3 Not to Exceed Advance Amount.

M855E KACG NOT FOUND FOR FY

CAUSE: Contract Status Code changed to 'ENO', 'ENB', or 'PEO' and no KACG exists for Fiscal Year displayed on KENT.
SOLUTION: Add KACG for Fiscal Year displayed on KENT.

M856E KACG SUM NOT = CURRENT FY SUM

CAUSE: Encumbered Amount entered on KACG plus the Adjustment Amount entered on KOFY does not equal the KOFY Not To Exceed Amount and the KENT Status Code was changed to 'ENB'.
SOLUTION: Correct the KACG encumbered amount, the KOFC Adjustment Amount or the KOFY Not To Exceed Amount.

M857E CAN'T ENB- NO KOFY FOR CURR FY

CAUSE: Status Code changed to ENB to encumber in nightly and a KOFY record does not exist for the Fiscal Year on the KENT.
SOLUTION: Correct Fiscal Year on KENT or add a KOFY record for the applicable fiscal year.

M858E ENTER KSCD, THEN CHG TO S

CAUSE: Billing Basis changed to 'S' (Scheduled) and a KSCD does not exist.
SOLUTION: Add KSCD record. Then change the Billing Basis to 'S'.

M859E ENTER KOFY, THEN CHG TO P

CAUSE: Billing Basis changed to 'P' (Percent) and the KOFY or KOF3 Not To Exceed Amounts have not been identified.
SOLUTION: Enter KOFY or KOF3 Not To Exceed Amounts.

M860E CONT-AMD-AMT NOT = KCAC-SUM

CAUSE: Sum of the KCAC records entered does not equal the Amd/Chg Amount on the accounting change.
SOLUTION: Correct the KAMD amount or the KCAC amount(s).

M861E AT ACCTS - CAN'T CHG

CAUSE: Document is being processed in the accounting system and the user has attempted to change the record.
SOLUTION: Wait until document has been processed, then correct.

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M984W VERIFY FUNDING SOURCES ON KEN2

CAUSE: Changed Status Code to RDY on KAMD for an AMD type change.
SOLUTION: Verify funding sources, if necessary.

M985E ONLY OCR CAN CHANGE OCR APVD

CAUSE: Agency user is attempting to change the OCR APVD field on KENT or the OCR APPVD field on KAMD.
SOLUTION: Once OCR has approved a contract or amendment record, only OCR can change the OCR APVD field on KENT or the OCR APPVD field on KAMD.

M986E SELECTION MUST BE Y OR N

CAUSE: Value other than 'Y' (Yes) or 'N' (No) entered in the OCR APVD field on KENT, OCR APPVD field on KAMD, or the ADDED BY OCR field on KEN2.
SOLUTION: Enter 'Y' or 'N' in the OCR APVD field on KENT, OCR APPVD field on KAMD, or the ADDED BY OCR field on KEN2.

M987E EFF FRM DATE OUTSIDE CONT DATE

CAUSE: Date entered on KINV in the EFFECTIVE BILLING FROM field is outside of the Contract begin and end dates.
SOLUTION: Enter a valid date in the EFFECTIVE BILLING FROM field on KINV.

M988E EFF TO DATE OUTSIDE CONT DATE

CAUSE: Date entered on KINV in the EFFECTIVE BILLING TO field is outside of the Contract begin and end dates.
SOLUTION: Enter a valid date in the EFFECTIVE BILLING TO field on KINV.

M989E AGENCY NOT AUTH FOR DOC TYPE

CAUSE: Agency is not listed on BTAB, Type Table 'DA' as authorized to use document type.
SOLUTION: Correct document type or request authorization to use document type from the OCR.

M990E CAN'T CANCEL > AVAIL BAL

CAUSE: KAMD status code is being changed to 'CEN'. Amount being canceled on KAMD Change Types 'AMD', 'SUB', 'INC', 'DEC' or 'ADJ' is greater than the available balance on KOFY.
SOLUTION: Process an Accounting Change Type on KAMD to increase or decrease the encumbrance.

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M991E ENC AMOUNT > BASE AMOUNT

CAUSE: KENT or KAMD status code is being changed to 'ENO' or 'ENB' and the overall encumbered amount for this contract will exceed the base amount on KENT.

SOLUTION: Total Net Encumbrance for all fiscal years plus the P-E/Enc Amount from KACG or KCAC exceed the base amount on KENT. Check all AMD Change Types to see if a date approved exists or decrease the P-E/Enc Amount on KACG or KCAC. If you are changing the P-E/Enc Amount, the KOFY Not To Exceed Amount for the current fiscal year may need updating.

M992E CAN'T CHG AMOUNT – KENT AT ENB

CAUSE: KACG P-E Enc Amount is being changed and the status code on KENT equals 'ENB'.

SOLUTION: Change the status code on KENT to 'RDY'. Once KENT status code is at 'RDY', change the P-E Enc Amount on KACG. The KOFY Not To Exceed Amount may need to be updated. To return the status code on KENT to 'ENB' you would follow the basic required process flow (RDY→AIN→APC).

M993E ADD KCAC BEFORE AIN – ACCT CHG

CAUSE: KAMD status code is being changed to 'AIN' and no KCAC exists.

SOLUTION: A KCAC is required for KAMD Change Types 'INC', 'DEC', 'SUB', 'CHG' and 'ADJ' before the KAMD status code can be brought to 'AIN'. Enter KCAC before changing the status code on KAMD to 'AIN'.

M994E CONT-AMD-AMT < KCAC SUM

CAUSE: KAMD Amd/Chg Amount is being changed to an amount less than the KCAC P-E Enc Amount.

SOLUTION: The KAMD Amd/Chg Amount and the total of all KCAC P-E Enc Amount fields must be equal. Change the KAMD Amd/Chg Amount or the KCAC P-E Enc Amount to equal.

M995E CONT-AMD-AMT > KCAC SUM

CAUSE: KAMD Amd/Chg Amount is being changed to an amount greater than the KCAC P-E Enc Amount.

SOLUTION: The KAMD Amd/Chg Amount and the total of all KCAC P-E Enc Amount fields must be equal. Change the KAMD Amd/Chg Amount or the KCAC P-E Enc Amount to equal.

M996E KCAC SUM IS POSITIVE

CAUSE: KAMD Amd/Chg Amount is being changed to a negative amount and the KCAC Action Code equals 'C' or 'I'.

SOLUTION: Change the KAMD Amd/Chg Amount to a positive amount that equals the total of all KCAC P-E Enc Amount fields or change the KCAC Action Code to an R.

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M997E KCAC SUM IS NEGATIVE

CAUSE: KAMD Amd/Chg Amount is being changed to a positive amount and the KCAC Action Code equals 'R'.

SOLUTION: Change the KAMD Amd/Chg Amount to a negative amount that equals the total of all KCAC P-E Enc Amount fields or change the KCAC Action Code to a 'C' or 'I'.

M998W REC CANCELLED-DATE APRV EXISTS

CAUSE: KAMD status code is being changed to 'CXM' and a valid date approved exists.

SOLUTION: Delete the date approved entered on KAMD

M999E CAN'T APRV – OCR APPROVAL REQD

CAUSE: Date approved is being entered by a userid Executive Agency that does not equal '107OCR' on KENT or KAMD Change Types 'AMD' or 'TRM' and an Office of Contractual Review Number exists for this contract.

SOLUTION: Contact the Office of Contractual Review.

N001E DEFERRED COMP PYMT IN PROG

CAUSE: Value of 'N' (Not Applicable) is being entered into the Deferred Comp Billing Basis on KEN2 and a invoice on KINV equals status code 'PYB'.

SOLUTION: Wait until the nightly cycle has processed the invoice on KINV at status code 'PYB' to a 'PYS' status code or drop the invoice on KINV at a 'PYB' status code to a 'RDY' status code. Once the KINV status code equals 'RDY', go to KEN2 and change the Deferred Comp Billing Basis to an 'N' (Not Applicable).

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